RULES

Made under section 234 of the United Provinces Land Revenue Act and instructions published by the Government of the

UNITED PROVINCES

FOR THE

REVISION OF MAPS AND RECORDS



ALLAHABAD
Superintendent Printing and Stationery United Provinces India
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CONTENTS

Rules made under section 234 of the United Provinces Land Revenue Act, 1901, and instructions published by the Government of the United Provinces for the correction of maps and revision of records in the Province when a complete re-survey is not undertaken.

Control of revision of records and correction of maps

The operations connected with the general revision of records and correction of maps undertaken either as a preliminary to settlement operations in the temporarily settled districts or as a measure of administration in the permanently settled districts shall be carried out under the orders of the Board of Revenue

The Board shall exercise its powers under this rule subject to the control of the Provincial Government

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CHAPTER I

Preliminary Inquiry into the Condition of Maps and Records

Report called for from Collector

1 There is no necessary connection between a revision of maps and records and a resettlement of the land revenue There are good reasons why the two operations should be independent Many officers have aimed at making them so But hitherto a systematic revision of the maps and records has taken place usually in anticipation of a resettlement, and maps and records have seldom been accurate and up to date enough to allow a resettlement to be carried out until they have been revised

On the approach of resettlement the following steps are necessary in order to come to a decision how far, if at all it will be necessary to revise the maps and records Four and a half years before a resettlement is due to take place according to the Board's programme of settlements, at the beginning of April the Secretary to the Board of Revenue will call on the Collector of the district concerned, through the Director of Land Records for a report regarding the condition of the maps and records

2 During the ensuing *fasli* year each supervisor qanungo, under the special superintendence of the Sub divisional Officer or the Tahsildar as the Collector may direct in each case, will prepare a detailed report of the condition of the maps, *khewats* and *khataunis* of his circle

Inquiry into condition of maps

3 He will prepare in form I a list of villages or portions of villages, in which owing to fluvial action, shifting cultivation, the breaking up of new land or any other reasons, a complete or partial re survey will be needed

4 All other fields, which have changed their shape since last settlement will be divided into three lists in forms II, III and IV. Form II will contain those four-cornered regular fields, *which have been divided* up into two portions each of which is a quadrilateral.

Form III will contain those fields which have been formed by the union of two or more complete fields, and are otherwise unchanged since the last survey.

Form IV will contain all other fields which have been formed from portions of old plots or have changed their shape since the last survey.

If in any village the fields entered in forms II, III and IV amount to more than 50 per cent of the total number of fields in the village, the qanungo will reconsider the question of placing the whole or further portions of the village into the list in form I. If the fields in which changes have taken place are concentrated in a particular area, and if this area is not less than a 100 acres it is probable that it should be entered in list I.

5 The officer who is placed in special charge by the Collector, should check a reasonable proportion of the villages or portions of villages *entered in the list in form I and of the fields entered in the lists* in forms II, III and IV, as he will be held responsible for the general completeness and accuracy of the lists.

6 From these lists will be prepared an abstract for the tahsil in form V.

7 The condition of the *(a) Khewats (b) Khataunis* will be examined, in order to ascertain whether or how far it is necessary to attest the entries in either or both under section 54 of the Revenue Act.

If the maps are generally correct, and if both *Khewat* and *Khatauni* are generally accurate, it may be possible to dispense with attestation and revision of records altogether, although in this case, it will probably be advisable to recommend that during the year preceding the appointment of a Settlement Officer, the staff of qanungos should be strengthened by the appointment of additional qanungos, and a special check be undertaken to remove all inaccuracies and to prepare a complete list of disputes.

But in the present condition of the records it is unlikely that it will be possible to dispense with attestation. When the records are inaccurate, or when concealment of rent is common, or when other special reasons exist, *for example the need to check sirdars' rights*, a complete attestation of one or both of the records should be recommended. This means that slips will be issued to all zamindars and to all tenants and that they will be required, if they accept them as correct, to attest them in the presence of an Assistant Record Officer; while if the entries are disputed, they will be disposed of by the Assistant Record Officer in accordance with sections 10, 11, 12 and 13 of the Revenue Act. It is noted that, only when complete attestation is carried out, do the entries in the record carry the presumption given by section 57 of the Revenue Act.

A third method, which may be recommended, if the condition of the records and the progress of education in the district warrant it, is known as partial attestation. By this method slips are issued to the parties concerned and duplicate slips are retained in the office, if no objections are filed within the prescribed period, it is assumed that the slips are correct, objections are dealt with by the Assistant Record Officer under sections 40 to 43 of the Revenue Act.

8. On or before the 1st of April in the year following that in which the Board's order was received the Collector will report the result of his inquiries to the Director of Land Records. The Director will forward it with his opinion to the Board. At the same time he will prepare and send a draft programme showing the order in which the parganas of the district should be taken up for revision along with this an estimate of the cost of the resurvey and revision of records which he recommends to be carried out during the two years preceding the appointment of the Settlement Officer.

9. The re-survey necessary in any pargana, which the Settlement Officer will inspect during the first year of his appointment, should be completed between the 1st of October and the 30th April eighteen months before the probable date of the Settlement Officer's appointment. If it is left over to be done during the cold weather before his appointment it interferes with and causes confusion in the work of ordinary map correction and record-writing. As most of the period from the 1st of October to the 30th April falls towards the close of the financial year it is necessary to make financial arrangements about eighteen months before the surveyors are likely to be appointed.

FORM FOR LIST I

(Board's registered form no. 48 (Urdu Hindi))

Pargana   *tahsil*   *district*

1	2	3	4	5	6	7	8
Serial number	Name of village	Whole or part	If part the *khasra* numbers or other	Area in acres	Total numbers	General cause to which	Remarks

FORM FOR LIST II

(Board's registered form no 48A (Urdu Hindi))

Village ______ *patwari circle* ______ *pargana* ______ *tahsil* ______ *district* ______

Serial number	Number of the original plots	Numbers of those component parts, one above the other	Recorded areas of the component parts	Measurement of the northern side	Measurement of the southern side	Mean of columns 5 and 6	Measurement of the eastern side	Measurement of the western side	Mean of columns 8 and 9	Area of each component part arrived at by the multiplication of columns 7 and 10	New number	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE—In this list only the first four columns will be filled in at the preliminary stage. The other columns will be filled in at the time of [illegible]

FORM FOR LIST III

[Board's registered form no 48B (Urdu-Hindi)]

Village *patwari circle* *pargana*

tahsil *district*

1	2	3	4	5	6
Serial number	Number of plot	Area	New number	Area	Remarks

NOTE—Only the first three columns will be filled in at the preliminary stage United plots which form one field on the ground will be enclosed in a bracket to the left and given only one serial number

FORM FOR LIST IV

[Board's registered form no 48C (Urdu-Hindi)]

Village *patwari circle* *pargana*

tahsil *district*

1	2	3
Serial number	Number of plot	Remarks

NOTE—United plots whole or fractional which form one field on the ground will be enclosed in a bracket to the left and given only one serial number

FORM FOR LIST V

[Board's registered form no 4SD (English)]

FORM OF GOSHWARA (ABSTRACT) FOR THE TAHSIL

Tahsil *district*

1	2	3	4	5	6	7	8	9
Serial number	Name of village	Total area of the village in acres	Area in acres proposed for resurvey	Total number of plots in the village	Total number of plots on list no II	Total number of plot on list no III	Total number of plots on list no IV	Remarks
Total								

CHAPTER II

RE SURVEY

10 Ordinarily a Settlement Officer is appointed in the month of October and the Collector is appointed Record Officer one year earlier and his staff strengthened by *the addition of an Assistant Record Officer* But it is necessary to clear the way for the revision of the maps and records by doing the resurvey of the first settlement year during the year previous to the appointment of the Record Officer The villages and portions of villages requiring re survey will be selected on the basis of the inquiry prescribed in Chapter I The resurvey should be started in October or November of the year preceding the year of record

If there is a very large area for re survey it may be necessary to appoint a special staff if the area is very small it may be possible to postpone the work to the year of record without loss of efficiency but ordinarily it will be organized by the Collector under the immediate control of a naib tahsildar who is thoroughly versed in survey, or of an outsider who has special qualifications for survey This official should be selected and sanction to his deputation or appointment obtained well before the commencement of the field season So far as possible, the re survey will be done by the patwaris but when they are not competent it will be necessary to appoint as many amins or surveyors, as are required to complete the work by the end of April

11 The patwari will be supplied with four coolies at the expense of Crown If the patwari is unable to do the re survey, the amin or surveyor will be supplied with three coolies and the patwari will be required to assist him it is important that the patwari should learn how to survey

The coolies will be paid by the Survey Expert or by the field inspectors if they are permanent servants of the Crown The Collector or *Assistant Record Officer will decide the special agency for payment for* each group of villages Payment will be made from a permanent advance kept with the officers responsible which will be recouped on the presentation of vouchers with the necessary certificates and muster rolls with the thumb impression of the recipients Payments will be fortnightly

The Collector or Record Officer must satisfy himself that the payments are made with regularity and honesty He should check a certain proportion of the payments, either personally or through the Subdivisional Officer or Tahsildar, or when the payments are made by the field inspectors, through the Survey Expert

12 The rules for the Survey Officer, for the patwaris and the surveyors are given in the "Survey Manual" In addition to instructions in the technical work of survey this Manual also contains rules for the control and supervision of the patwaris and surveyors

CHAPTER III

Purpose of the Rules and the Agency to be Employed

13 These rules are not intended for districts in which a complete professional survey is necessary They lay down the procedure to be adopted when the bulk of the old maps can be made to serve their purpose by correction A specimen programme of operations is given at the end of this chapter

14 The correction of the maps and the writing of the records shall be carried out on the one year system it may include the complete re survey of a small area although in the ordinary course re survey will be completed in the previous year

15 Ordinary correction shall be carried out, as far as possible through the agency of patwaris professional surveyors being employed only for areas which present special difficulties and are beyond the capacity of patwaris

Specimen programme of map and record work during revision of records (and settlement), the revision of records being for the year 1323 *fasli and the Settlement Officer's inspection taking place in* 1324 *fasli* (1916 17)

April and May, 1915	Training class, with partial writing of annual papers of 1322 *fasli*
June, 1915	Completion of *siahas* and annual papers as much as possible
July (August), 1915	Attendance at tahsil to prepare *intikhab e sir wa khudkasht*, completion of annual papers of 1322 *fasli*
(August) September, 1915	*Partal* of certain crops, check of *khewats* on the spot
October, 1915 to March, 1916	Map correction area extraction *Khasra* writing and *khatauni* slips preparation of *jinswars*
April, 1916 (or earlier if field work complete)	Attendance at office, check of *khatauni* slips and *khewat*, preparation of *terij* and *khewat* slips *Zaid partal*, if not already done
May to September, 1916	Completion of annual papers for 1323 *fasli* (to the extent required by rule 31) distribution of slips, attendance when required for attestation, attendance in office for preparation of statistics for the Settlement Officer

	which do not depend on soil classification, fairing of records after attestation; abbreviated *partal* of *kharif* crops as in previous year before or after attestation according to the date of the latter
October, 1916 to March 1917 (or longer, if necessary)	Attendance in office for fairing as required for Settlement Officer's inspection, after inspection, entry of soils in *khasra* and in *khatauni* slips, preparation of statistics for the Settlement Officer; fairing of records until complete, preparation of distribution enhancement etc., statements for Settlement Officer.
January to February, 1917	Intervals as convenient for abbreviated *partal* of the *rabi* crops mentioned in the note to rule 31, and writing up *siahas*.
June, 1917	Interval required for writing up *siahas*

NOTE.—The only annual papers prepared for the year of the Settlement Officer's inspection 1916-17 (1324 *fasli*) will be the abbreviated crop returns and the *siahas*. For 1917-18 (1325 *fasli*) the full papers must be prepared punctually and if the fairing of records still continues into the *kharif partal* season of that year the patwaris must be released for a period sufficient to enable them to carry out that *partal* and again in the *rabi* season if necessary. If there is no settlement following the revision of records, the full papers must be prepared for 1324 *fasli*, the patwaris being released for *partal*, etc., for so long as may be necessary.

CHAPTER IV

PREPARATIONS FOR THE YEAR OF RECORD

16. Supervisor qanungos are responsible for seeing in advance that every patwari has actually in his possession the instruments he is required to provide at his own expense, viz., a brass scale, pair of compasses and a bamboo measuring rod and an area comb. The Collector or Record Officer should make timely arrangements with the Director of Land Records for the supply of the other instruments to be specially supplied. (*See* rule 27.)

Preliminary training

17. The patwaris shall receive a special training in map correction, extraction of areas and the rules for the revision of records, ordinarily in the month of April or May after the completion of the *zaid partal* preceding the cold weather in which the work is to be carried out. For this training the Record Officer, if any, otherwise the Collector, shall be responsible.

18. (1) For the purpose of training the patwaris of the tract in which operations are to be undertaken shall be collected in a class at the headquarters of the district or the tahsil or wherever arrangements for their accommodation and practical training in the field can best be provided.

(2) Supervisor qanungos should also be called in both to assist in supervision of the patwaris and to be instructed in the special procedure laid down in these rules.

(3) As soon as the patwaris assemble the physical capacity of each to carry on the work of map correction shall be considered by the officer in charge with the help of the supervisor qanungos. Any patwari who by reason of old age or bodily infirmity is unlikely to be able to do the work shall be ordered to produce an heir or representative to be trained with him. If any patwari is unable to produce such a person he shall be trained himself but he shall be warned that if he fails to carry out the work it will be at the discretion of the Record Officer to appoint a substitute at his expense.

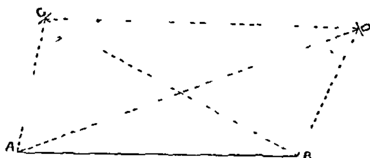
NOTE.—In any case a reserve of 25 per cent (including heirs, etc.) should be trained along with the actual patwaris.

(4) The patwaris shall ordinarily be instructed on the following lines:

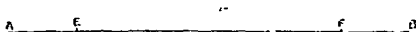
(*a*) They should first be taught the ordinary method of survey by chain and offset as laid down in the Survey Manual. (The use of the sight vane need not be taught. A few specially competent patwaris who may have to make an original survey of a large block

may require to use this instrument but they can be taught at a later stage Similarly the making and use of a *Thala*, which is only needed when a large area has to be surveyed should not be taught to all the patwaris)

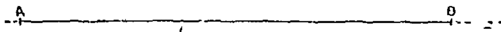
(*b*) The following method of fixing additional points from two fixed points will be taught



A and B are fixed points correctly marked on the map C and D are two points on the ground which it is desired to fix on the map The distances AC and BC will be carefully chained Suppose they are found to be 180 and 308 links respectively A length of 180 links to scale will be taken on the compass and with one point at A an arc of a circle will be drawn so as to go through the position C Similarly, with the compass points 308 links apart, to scale, and one point at B, another arc will be drawn so as to cut the first arc The point where the two arcs cut is the position of C In the same way the distances AD and BD will be measured and the point D fixed The distance CD will then be carefully chained If it agrees with the distance on the map to scale, the points have been correctly fixed If not, the work must be done over again It is important that the distance AB on the map should correspond exactly with the length AB on the map to scale If this is not so two points E and F should be taken on the line AB on the map both inside, or both outside, of AB, so that AE and FB are equal in length and the length EF exactly corresponds to the distance between the fixed points on the ground, thus



or



The points C and D on the map will then be fixed from the points E and F. This method is to be used when cultivation was formerly mapped to the neighbourhood of the points A and B and has now extended in the direction of C and D where there are no fixed points within easy distance.

NOTE.—It will be found convenient to divide the class into batches each under its own instructor, and each batch should be subdivided into parties consisting of patwaris of contiguous circles with their heirs and representatives, if any, who can be put to work together both in the class and afterwards under a single inspector in the field. Each member of such a party should be given a copy of the plot of the area to be surveyed with only the external boundaries marked on it, and shall be called upon to survey the interior details of it as soon as he has received sufficient instruction. The members of a party shall work together, two running a chain, one taking the offsets, another holding a flag, and so on. Each man, as the party goes along, should write up a field book showing the length of each *katar* and of each offset taken and so forth. The members of the party shall take turns at each of the duties, that is running the chain, etc., on different days. Every day when the work in the field is finished each member of the party will plot on his own sheet the measurements taken down in his field book and thus gradually build up the map of the area to be surveyed which shall consist of 25 or 30 acres.

19. After instruction in the methods of survey proper the patwaris shall be taught the methods of map correction and area extraction laid down in rules 43 to 55 and in Chapter IX.

20. Each member of the training class shall be examined at the end of the course, and any that fails shall be detained for a further course. If at the end of this further period any patwari still fails to pass and no heir or representative of his has been trained and has passed, an outsider shall be appointed to do his work at map correction and shall be paid at his expense.

21. The examination shall include practical tests in surveying, map correction and extraction of areas, and written questions on the rules for the correction of maps and records.

22. The patwaris shall be ordered to bring their papers with them to the training class and shall be required, when not actually engaged on work connected with the class, to compile their annual papers so far as this can be done. On release from the class they shall proceed to write up their *sahas* and complete those papers.

Preliminary work in office.

23. The patwaris shall attend at the tahsil on the 1st of July without fail. During the months of July and August the patwari's closing *khewats* shall be compared by the registrar qanungo with the mutation register and signed by him. He shall record a note at the end of each *khewat*, detailing any discrepancies, errors or omissions which cannot be immediately removed. Arrangements shall be made for the patwaris to prepare an *intikhab-e-sar-i-war Khulasht* in form K under the direct supervision of the registrar and supervisor qanungos of the tahsil and the general supervision of the tahsildar or naib tahsildar or

some other official of similar standing specially appointed or designated. The latter shall be responsible for the proper conduct of this work and shall be subject to the orders of any gazetted officer placed in charge by the Collector or Record Officer.

NOTE.—Where a revision of records is to be followed by settlement and accurate figures of wet or irrigable area are required, the necessary abstracts (*fard abpashi*) should also be prepared at this stage. This cannot of course be done if the Settlement Officer has not yet decided on the method.

Form K.—[Board's registered form no. 63.]

AGRA.

This has the following columns:—

1. *Khasra* number of last settlement.
2. *Khasra* number of penultimate settlement.
3. New *Khasra* number.
4. Entry in the record prepared at last revision of records, with period and sub-tenant, if any.
5. Entry at last partition, if any, with period and sub-tenant, if any.
6. Entry in 1298 *fasli* with period and sub-tenant, if any.
7. Entry in 1309 *fasli* with period and sub-tenant, if any.
8. Entry in 1333 *fasli* with period and sub-tenant, if any.
9. Entry in 1334 *fasli* with period and sub-tenant, if any.
10. Entry of last year with period and sub-tenant, if any.
11. Suggested entry in revised record.
12. Remarks.

(In column 10 the entry will be that of the year preceding that of which the records are being revised.)

NOTE.—If the entry in column 7 differs from that in column 4, the registrar qanungo should be made to try to ascertain the reason from the mutation register and to enter it in the column of remarks.

Form K.—[Board's registered form no. 64.]

OUDH.

This has the following columns:—

1. *Khasra* number of last settlement.
2. New *Khasra* number.
3. Entry at last partition, if any, with name of sub-tenant, if any.
4. Entry of year   (namely the earliest of which the records are available after the year referred to in column 3) with name of sub-tenant, if any.

5. Entry at the last revision of records, with sub-tenant, if any; if there was no revision after 1886, then the entry at last settlement.

6. Entry in records of 1328 *fasli*, and name of sub-tenant, if any.

7. Entry in records of 1329 *fasli*, and name of sub-tenant, if any.

8. Entry of last year, with period and sub-tenant, if any.

9. Suggested entry in revised record.

10. Remarks.

NOTES—(*a*) In column 8 the entry will be that of the year preceding that of which the records are being revised.

(*b*) If the entry in column 5 differ from that in column 8 the registrar qanungo should be made to try to ascertain the reason from the mutation register, and to enter it in the column of remarks.

21. (1) The patwari shall fill in the first ten columns of the *intikhab* from the records of the years concerned, which shall be obtained from the record rooms, if necessary. When he has completed these entries a qanungo shall check at least 20 per cent. of them by actual comparison with original records and shall initial the entries so checked. *The patwari shall then enter what he considers to be the* proper entry in column 11 in each case according to the following instructions* and every entry in this column shall be checked and after correction, if necessary, initialed by a qanungo.

Instructions

(i) The entries shall be in the order of the latest *khataunı*, only such plots being examined as are entered *sir* or *khudkasht* in that *khataunı*.

(ii) For plots which are entered as *khudkasht* without a sub-tenant in 1333 and 1334 *fasli* in columns 8 and 9 of the *intikhab*, no entries in columns 4 to 7 shall be made.

(iii) The entries for 1309 *fasli* and 1298 *fasli* will not be abstracted in districts in which the records were revised in 1300 *fasli* or thereafter.

(iv) The check by the qanungo and the superior check referred to in rule 25 should not be delayed until a patwari has completed a village, but should be commenced as early as possible so as to ensure that the work is being done properly from the beginning.

(2) If the papers of 1298 *fasli* are not extant, the entries of the first year after 1298 *fasli*, for which papers are available, shall be abstracted in column 6, instead of the entries of 1298 *fasli*.

*A set of exemplars has been printed as Board's registered form $\frac{\text{77 Urdu}}{\text{78 Hindi}}$ and can be obtained on indent.

AGRA.

(3) The entry should be *sir* in the following cases only

A. Plots recorded as *sir* at last revision of records

The entry in column 11 should be *sir* only if the plot is *sir* in column 4 as well as in column 10

B. Plots not recorded as *sir* in the last revision of records

(i) If the plot is recorded as *khudkasht* without a sub tenant in 1309 *fasli* and the recorded period of *khudkasht* is twelve years or over

(ii) If the plot is recorded as *khudkasht* with a sub tenant in 1309 *fasli* and the recorded period of *khudkasht* exceeds the recorded period of sub tenant by twelve years or more

Note. Provided that the entry in 1298 *fasli* or any subsequent year prior to 1309 *fasli* the records of which are extant is not inconsistent with the continuous cultivation by the landlord or permanent tenure holder for twelve years at any time prior to 1309 *fasli*

(iii) If the plot was *khudkasht* both in 1333 and 1334 *fasli*, and the entry in the last year's record is not inconsistent with the land being *sir*. If the plot for example was held by a tenant in 1333 or 1334 *fasli* it will not be recorded as *sir*, nor will it be so recorded if it was *khudkasht* in 1333 *fasli* and 1334 *fasli* but has since been sold and become the subject of an ex proprietary right no matter whether the right has been relinquished or not

Note. In doubtful cases the older records available shall be consulted and the case will be reported to the Record Officer for orders

(iv) If the plot is *sir* in column 10 but not in column 4, the entry in column 11 shall also be *sir* if the plot has been declared as such by a competent court

(4) In other cases the plot will be recorded as *khudkasht* if still cultivated by the proprietor and as tenant's land if cultivated by a tenant

(5) If the names of the proprietors are not the same in all seven columns (4 to 10) the cause of the change must be ascertained. It should be borne in mind that since 1873 a right in *sir* can only pass—

(*a*) by succession

(*b*) by exchange ordered by the court at partition

(*c*) by gift of the *sir* to a person to whom the proprietary interest in the *sir* is gifted

(*d*) by exchange of *sir* between co sharers in the *mahal*

In cases where the nature of the transfer, or the relationship between the parties entered in these columns cannot be ascertained, the registrar *qanungo* must make a separate report for a decision by the Record Officer

26 While the patwaris are still at the tahsil head-quarters, the Tahsildar will send for the partition files; he will be responsible for taking especial care to ensure that the partition maps and records are not tampered with In order that they may be able to show the effect of partitions on the map at the time of map correction, the patwaris will be made to take tracings of *munjumla* plots from partition maps, noting on the margins of the tracings the portion allotted to each *patti*

27. When the procedure prescribed by rules 21 to 26 is completed, the patwaris shall be ordered to return at once to their circles Before leaving they shall be given—

(1) a clean copy of the last survey map, mounted on cloth [if it is decided not to use the patwari's working map for correction (*see* rule 10 note],

(2) a table, if necessary, a chain with ten pins, an optical square (or an equivalent instrument) and an offset piece (*gunia*),

(3) special *khasra* forms in form A stamped with the tahsil seal,

(4) *Khataunt* slips (form D) stamped with the tahsil seal and numbered,

(5) the *intikhab-e-sir wa khudkasht* relating to the circle,

(6) a set of printed instructions regarding the methods of map correction, extraction of areas, and revision of records,

(7) forms of the *fard mutabaqat* (form B), *fard hawala* (form G), *fard taghat* (form J), *fard chahat* (form H), dispute list or *fard tanaza* (form C) and the list of boundary and survey mark (patwari form P—8)

The issue of these articles should be entered in a register, in which the patwari shall write his signature in token of receipt

Preliminary work in the field

28 Immediately on arriving in his circle the patwari shall *partal* his villages with the object of ascertaining the areas sown with the following crops and no others, viz, cotton, cotton *arhar*, *til*, indigo, early and late rice and sugarcane, with details of irrigated and unirrigated areas of those crops This *partal* should be made on the basis of existing maps, on plain paper to be supplied from the tahsil Only the field number, area, and nature of crops and details of irrigation should be recorded From this list *jinswars* shall be compiled and sent in due course to the tahsil for totalling

NOTE—The tahsil totals will be utilized by the supervising kanungo or *sadr qanungo* in the preparation of the advance returns prescribed for submission by the 1st of December in the absence of complete *kharif jinswars*

The full ordinary *kharif partal* shall not be carried out, but the full *kharif jinswar* shall be submitted later (*see* rule 31)

29 (1) As soon as possible after the patwaris have been released from the tahsil the kanungos shall test on the spot every entry in every *Khewat* with the particular object of ascertaining—

(a) that each recorded sharer is actually in existence

(b) that all transfers and successions have been recorded or at least reported by the patwari

(c) that the mahals pattis and khatas are correctly recorded in view of the khewat at the last revision and subsequent partitions

(2) *The test shall be completed before the end of September* While visiting villages for this purpose the qanungo shall also check the crop *partal* and the *jinsuars* prescribed in rule 28 in the same way as they are required to check the patwari s *kharif partal* in ordinary years

(3) If an error is found in the *Khewat* the qanungo will proceed as follows

(a) If the error is purely clerical and admitted as such by the parties interested, the patwari shall be made to correct it in red ink

(b) If the error is due to the death of a recorded co sharer or to any other transfer in respect of which no mutation order has been passed the patwari shall be made to note in red ink in the column of remarks the name of the person in actual possession of the transferred share

(c) If the error is of any other character the patwari shall be made to show the correct entry, if possible, in red ink in the column of remarks

(4) All entries made under clause (3) (b) or (c) *of* this rule and errors mentioned in clause 3 (a) which are not admitted by the parties or cases in which the correct entry cannot be determined on the spot shall be entered in the dispute list for the attention of the Record Officer

CHAPTER V

Special Provisions for the Guidance of the Collector and the District Staff

30 It is important that early action should be taken by the Collector to obtain a supply of the necessary instruments from the Director of Land Records *See* rules 16 and 27

31 The special attention of the Collector is drawn to rule 23 of *the Land Records Manual* by which the preparation of annual registers in the ordinary way is suspended during a revision of records and to rule 28 of these rules which provides for the preparation of certain annual statistics required for the Director of Land Records Also to the specimen programme at the end of Chapter III which provides for the preparation of statistics and indicates the period for which the preparation of annual registers is suspended if the revision of records is followed by a settlement

During the field season the work of the patwaris shall be so arranged that they may be called to prepare their *siahas*, *jamabandis*, area statements (*milan khasra*), and statements of holdings and rentals (*tatimma jamabandi*) for the year of which the records are revised The patwaris shall also prepare the *kharif*, *rabi* and *zaid jinswars* for that year The *kharif jinswar* however shall be submitted with the *rabi jinswar*, materials for "advance returns" of certain crops having been provided for in rule 28 The *kharif* and *rabi jinswars* for the whole tract shall be submitted together through the sadr qanungo to the office of the Director of Land Records on the date fixed for the *rabi jinswar* (the 15th of April) and the *zaid jinswar* on the date fixed for it (the 1st of June) The *khataum* entries in the *khataum jamabandi* need not give details of field numbers and areas, but only the total rent for each class of holding The area statement for the district is due to the Director's office on the 1st of July and the statement of holdings and rentals on the 31st of August

NOTE—Every effort should be made to complete the work in the field by the time the *rabi* crops are ripe so that there may be no difficulty in compiling the *jinswars* from

kharif and *rabi* harvests must positively reach the Director's office not later than the 15th of May and the *zaid jinswar* by the 1st of June The *absolutely* latest date for the area statement (*milan khasra*) is the 10th of July No extension of time can be allowed for the statement of holdings and rentals

Case work of ordinary district staff during record operations

32 Cases before the ordinary district courts which affect the record of rights, if instituted before the commencement of the "year of

record, i e the agricultural year of which the Record Officer will revise the records shall be decided by those courts and if alterations are ordered the files shall be sent to the Record Officer for necessary action Orders of appellate courts which affect the record of rights should similarly be communicated to the Record Officer If such cases are instituted ... during the year of record they shall

Add to rule 33.
"*If the district contains or marches with Re*served Forests the Record Officer should call for a report to ascertain whether there are boundary disputes between any of the villages abutting on the forests and the Forest Department, and at the ame time should write to the Chief Conservator of orests, inviting him to draw his attention to any uch disputes or to any discrepancies of which he s aware between the Forest maps and the maps mainained under section 28 of the Revenue Act.

Where such disputes or discrepancies exist the ecord Officer shall take action under section 50 ith regard to the owners of the villages and mahals oncerned, and at the same time shall invite he Deputy Conservator of Forests in charge of the ivision to define by suitable boundary marks the oundary as claimed by him or as shown in the forest ap. Thereafter the Assistant Record Officer nd a representative of the Forest Department will old a joint enquiry; if they are unable to agree, he Record Officer will refer the matter to the oard."

ld to rule 35.
"If the district contains or marches with reserd forests the Record Officer will write to the ief Conservator of Forests, informing him of e dates when resurvey and map correction are pected to be taken up in the sub-divisons which ntain or about on the reserved forests; and viting him, if he wishes, to depute his representaves while the patwaris and surveyors are at work. ould a representative be deputed the Record Officer ll arrange for the common boundary to be checked the patwari or surveyor in his presence".

record,' i e the agricultural year of which the Record Officer will revise the records shall be decided by those courts and if alterations are ordered, the files shall be sent to the Record Officer for necessary action Orders of appellate courts which affect the record of rights should similarly be communicated to the Record Officer If such cases are instituted in the ordinary district courts during the 'year of record' they shall be disposed of by the Tahsildar if they are uncontested mutation cases and the files will be sent by him to the Record Officer for necessary action otherwise the parties shall be referred to the Record Officer, who will receive applications within the period allowed by rule 258 or rule 265 If that period has expired the Record Officer will ordinarily reject the application and inform the parties that they should apply to the ordinary district courts for action when the fair record is ready Special rules have been made for dealing with applications for partitions which may affect the revision of records (*See Partition Manual*)

The determination of the rent of ex proprietary tenancies can be most conveniently done by the Settlement Officer under section 87 of the Revenue Act, except when this will involve too long a postponement of the case Cases of the relinquishment of ex proprietary rights cannot be heard by the Record Officer, but must be referred to the Sub divisional Officer under section 15 (2) of the Tenancy Act

33 The attention of the Collector is drawn to section 50 of the Land Revenue Act In particular as soon as he is appointed Record Officer he should call for a report to ascertain whether there are any boundary disputes between any of his villages and those of neighbouring districts where such disputes exist, he should issue a proclamation under section 50 and request the Collectors of neighbouring districts to take similar action under section 29 of the Land Revenue Act Thereafter the Assistant Record Officer and the Sub divisional Officer of the neighbouring district will hold a joint inquiry if they are unable to agree they will refer the matter, through the Record Officer, for the orders of the Board

34 As soon as or before the training of patwaris commences, the Collector will issue instructions to them, to report within three months all undecided mutations or doubtful entries in the *Khewat*, however old in order that these may be decided by the Tahsildar and the Sub divisional Officer He is authorized to issue a general order that patwaris who comply with these instructions within the time allowed will be excused from the punishment due for past negligence in this respect

35 As soon as a Record Officer, whether the Collector or a whole time officer, is appointed he will write to the Agents or Managers of any railways which run through the district, to the Chief Engineer, Public Works Department, Buildings and Roads Branch

and if there is a canal, to the Chief Engineer, Public Works Department (Irrigation Branch), informing them of the dates when re survey map correction, and revision of records are expected to be taken up in the various sub divisions of the district, inviting them, if they wish to depute their representatives while the patwaris and surveyors are at work, and informing them that in due course *Khewat* slips containing the details and measurements of their property will be issued for verification or objection to their local representatives

CHAPTER VI

Alluvial Mahals

36 When revision of records is to be followed by a settlement in those circles in which any village borders on a river the patwari shall report through his immediate superior when in his opinion it appears necessary to demarcate separate alluvial *mahals* or to change the boundaries of existing alluvial *mahals* or to discontinue the treatment of *mahals* as alluvial

37. The officer to whom the report is made shall visit the village and, after satisfying himself personally of the need for the proposed changes, shall submit a report with his recommendations to the Record Officer He shall attach a sketch map to the report containing sufficient detail to illustrate his remarks. The Record Officer shall use his discretion as to inspecting the village personally and shall give

Rule 38.- Substitute as follows:-

"If the revision of records is to be followed by a revision of the settlement, the survey of alluvial mahals should be brought uptodate in the same agricultural year as the revision of records and the inspection by the Settlement Officer. But experience has shown that where alluvial mahals are numerous or where the area is large, it is impossible to complete the survey and attestation in time for the inspection of the S.O. The condition of the maps and records of alluvial areas will, therefore, be taken up along with the rest of the district under chapter I, and if it be found that the work involved is more than can be carried through in a single season, the programme will be so arranged as to do the resurvey along with other villages which require re-survey. Should fluvial action produce material changes between this time and the year of inspection the maps will have to be brought up to date. But the new Alluvial Rules lay stress on the importance of the S.O's taking a long view and assessing on a normal area, while intermediate revisions are to be concerned, so far as possible, only with areas added by alluvion or removed by diluvion. It follows that it is much more important for the Settlement Officer to have a map which [illegible] accurate and carefully prepared in a recent year [illegible] that he should have a hastily prepared map, which [illegible] more up to date".

and if there is a canal, to the Chief Engineer, Public Works Department (Irrigation Branch), informing them of the dates when re survey map correction, and revision of records are expected to be taken up in the various sub divisions of the district, inviting them, if they wish to depute their representatives while the patwaris and surveyors are at work, and informing them that in due course *Khewat* slips containing the details and measurements of their property, will be issued for verification or objection to their local representatives

CHAPTER VI

ALLUVIAL MAHALS

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37 The officer to whom the report is made shall visit the village and, after satisfying himself personally of the need for the proposed changes, shall submit a report with his recommendations to the Record Officer He shall attach a sketch map to the report containing sufficient detail to illustrate his remarks The Record Officer shall use his discretion as to inspecting the village personally and shall give provisional orders as to the areas of the village which are to be treated as alluvial *mahals*, final orders being given by the Settlement Office after his inspection

NOTE—It should be remembered that much time and expense are saved at periodic revisions of the revenue during the currency of a settlement of alluvial *mahals* are demarcated with care On the one hand it is not desirable that separate *mahals* should be demarcated where the extent of alluvial and diluvian over a long series of years has been small in relation to the total area of the village and is not likely to be materially larger in the future Small variations can be allowed for by the Settlement Officer when assessing the village as a whole On the other hand if the river shows a tendency to large changes of course the boundary of the alluvial *mahal* should not be placed nearer the river than the line which seems to indicate the extreme limit of probable fluvial action The aim should be to avoid as far as possible the need for repeated surveys of practically permanent cultivation without risking loss to the proprietors or to Crown Where no alluvial *mahal* has been demarcated the zamindars cannot claim reduction of revenue in the event of loss by diluvian while if there is an alluvial *mahal* they are protected from excessive revenue demands if they chose to avail themselves of the prescribed procedure

38 If the revision of records is to be followed by a revision of the settlement the survey of alluvial *mahals* must of necessity be conducted in the same agricultural year as the revision of records and the inspection by the Settlement Officer Arrangements shall, therefore be made to start the survey as early in the cold weather as the state of the river will permit so that the work of attestation may be completed and the Settlement Officer's inspection may be made before the crops are removed

NOTE—Until fixed points are established on the banks of the rivers to facilitate the survey of alluvial tracts it will be found useful with a view to prevent boundary disputes to divide the alluvial tract under survey into blocks with well defined limits such as headlands on the large rivers and to conduct a continuous survey over the whole block, irrespective of village boundaries Such boundaries should be put in in a thick line at once when undisputed and in case of dispute after determination by the Record Officer Traces of village maps can then be made off this tract map and there is no risk of gaps being left unsurveyed while a record of settled boundaries is secured

39 Experience has shown that in partitioned alluvial *mahals* it is often difficult to identify boundaries of *mahals* and *pattis* A general proclamation requiring the demarcation of boundaries in alluvial tracts should, therefore be ordinarily issued If it has no effect, patwaris and inspectors shall apply for an order requiring the proprietors to demarcate their boundaries according to possession under section 29 or section 50 of the Act, and the *khasra*, the *khatauni* slips and ultimately the *khewat* slips shall be prepared accordingly If serious delay is anticipated the inspector should demarcate the boundaries on the basis of partition and quinquennial maps to the best of his ability

CHAPTER VII

Map Correction

40 In districts where at some previous settlement a professional traverse and cadastral survey has been made and it is decided to undertake systematic map correction, the standard to be aimed at is absolute accuracy The original survey sheet or a clean trace or copy of it will be brought up to date In other districts the object in view is to get a map as nearly *correct as was the last survey map at the time it was* made

Note—The Board will decide on the advice of the Director of Land Records whether a clean copy of the last survey map or the patwari's working map in every day use is to be used for correction

41 In circles which contain villages which have been re surveyed the patwari will complete the *Khanapuri* of these villages before he begins the map correction of other villages The sheets of the re surveyed villages will then be sent to office at once for inking and the extraction of areas

42 On the 21st of October or as soon after as is possible the patwari shall begin the work of map correction It will be remembered that in the course of the preliminary enquiry by the Collector the fields which had altered their shape were arranged in four lists —

List I—Villages or portions of villages, in which re survey is required

List II—Four cornered regular fields, which have been divided up into two portions, each of which is a quadrilateral

List III—Fields which have been formed by the union of two or *more complete fields*, and are otherwise unchanged since the last survey

List IV—All other fields which have been formed from portions of old plots or have changed their shapes since the last survey

Ordinarily the re survey required according to list I will have been completed If it was postponed on the ground that there was little re survey required, lists I and IV will be taken up together

But it is the first duty of the inspector to check all these lists, and, when necessary, to correct them or to bring them up to date

43 The patwari will deal first of all with the plots on list IV (and on list I if not completed) and at this stage will write up no record except the survey *Khasra* [Board's registered form no 49 (Urdu Hindi)] The following are the columns of the survey *Khasra*

1 Serial number

2 Old number of plot

3 New number
4 Old recorded area
5 Length of diagonal
6 Length of perpendiculars
7 Working
8 Area
9 Remarks and field book

The serial numbers will be those of list IV

The procedure will be to find the smallest area the corners of which have not changed since the last survey and to make an internal survey of that area

If the boundaries joining the fixed points have remained unchanged on the ground they will not be altered on the map If they have changed they will be plotted in as they now exist This may involve only straightening a line which is curved on the old map or chaining the line from one fixed point to another and taking offsets of intervening field corners or curves in field boundaries

In all cases the internal survey will be made in the regular manner by the use of the chain and optical square and making a *Tatima*, if necessary, i e if the area is large enough to require this

The patwari will take each field or block in order, make his measurements and correct the map given him for correction, fill in columns 5, 6 and 9 of the survey *Khasra* The diagonal and the perpendiculars which are to be entered in columns 5 and 6 are explained in Chapter IX Area Extraction From last year's *Khasra* and his own map he will ascertain exactly which old numbers or portions of numbers go to make up the field measured by him, these he will enter in column 2 and will copy their areas from the *Khasra* into column 4

If the new plot is found to be composed of old numbers or portions of old numbers which belong to different *pattis* or to different tenure the serial number will be divided by letters that is into A and B, and so on and in column 2 the number belonging to each *patti* or tenure will be grouped together If it be possible to identify on the ground the areas belonging to each *patti* or tenure, the patwari will make exact measurements and show the artificial boundaries on the map by dotted lines marking each portion A and B and so on as in column 1 of the survey *Khasra* if it be impossible to identify the areas on the ground no artificial boundaries will be marked in any way on the map

When the day's work in the field has been completed the patwari will discharge his coolies He will then calculate the areas of the fields which he has measured and fill in columns 7 and 8 of the survey *Khasra*

the very same day Column 3 will be left blank to be filled in at the time of re numbering

Note.—When the work is in full swing the patwari should be able to complete 25 plots a day Patwaris who do this work with speed and efficiency should be considered for a reward

44 While doing the work laid down in the preceding section the patwari will be provided with two coolies at the expense of Crown The Assistant Record Officer or Survey Expert is authorized to allow a third coolie when the size or complexity of the area to be corrected makes this necessary The coolies will be paid by the Survey Expert or by the field inspectors, if the latter are permanent servants of the Crown The Assistant Record Officer will decide the special agency for payment for each group of villages Payment will be made from a permanent advance kept with the officers responsible which will be recouped on the presentation of vouchers with the necessary certificates and muster rolls with the thumb impressions of the recipients Payments will be fortnightly

The Record Officer must satisfy himself that the payments are made with regularity and honesty He should check a certain proportion of them either personally or through the Sub divisional Officer or Tahsildar or where the payments are made by the field inspectors through the Assistant Record Officer or Survey Expert

45 When all the plots entered in list IV have been re surveyed and the necessary entries made in the survey *Khasra* the coolies will be finally discharged, and the patwari will make up the record writing in the field and the remaining map correction Provided that list IV was accurately prepared the only map correction which will remain to be done will be the insertion of new lines in regular fields which have been sub divided (list II) and the excision of obsolete lines when two or more plots have been joined to make one plot (list III) But if at any time when testing the individual fields by measuring each of their sides and comparing them with the map it should be found that so many changes in shape have escaped the notice of the patwari and inspector when the lists were revised under rule 42 (end) that they cannot be accurately and expeditiously corrected as the work goes on then the work of ordinary map correction and of record writing must be suspended a supplementary list IV must be prepared and the plots entered in it re surveyed as described in rule 43

46 The testing of the map and the correction of the plots in lists II and III will be carried out as prescribed in the succeeding sections Along with this the patwari will write up the following records (instructions regarding them will be found in the chapters on record writing in the field re numbering and area extraction) —

1 Re numbering and *fard e mutabikat*

2 The remaining columns in the survey *Khasra* and in lists II and III,

3 *Khasra Khanapuri*

4 *Fard e tanaza*

5 *Fard e hawala*

6 *Fard e chahat*

7 *Fard e baghat*

8 *Fard e tudajat*

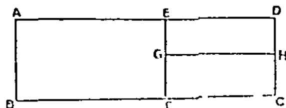
9 *Fard e yaddasht*

NOTES—(i) *Khataum* slips need not be written up in the field unless the Record Officer specially so directs

(ii) When the work is in full swing the patwari should be able to test and correct and to write up the re ords of 75 plots a day

47 In all cases the patwari will start work on the plot now recorded as no 1 He will ascertain if what used to be the boundaries of this plot still exist on the ground by measuring the sides and comparing them with the map When the former survey was a professional one the presumption is that the corners have been moved if the sides do not agree with those on the map but if the patwari thinks the map to be actually wrong he must report to his superior officer at his next visit In other districts the old measurements are not a safe guide If the plot has been sub divided the new fields will be plotted on the map If any of the boundaries of the plot have disappeared, the area covered by two or more original plots will be treated as a single block The patwari will then take up no 2 or the next number which has not been included in a block with no 1 and so on until the whole area is completed

46 Where the area consists of one or two original plots only, or where it is bounded by straight lines joining the fixed points all that is necessary is to fix the position of intervening corners by chaining along each side and if necessary along the line joining two corners so fixed Thus—



ABCD is a single former plot or two former plots It has now been divided into three fields as shown in the sketch The point E will be fixed by measuring along the ground the distances AE and ED If the distance A to D on the ground differs from that on the map the error will be distributed between AE and ED Thus the measurements on the ground are AE 60, ED, 40 and total AD, 100 while on the map AD is 105 The point E will be taken on the map in such a way that

AB is 63 and ED 42 In the same way the points F and H will be fixed by chaining along the lines BC and CD The points E and I will be joined, and the point G fixed by chaining along the line EI The points G and H will then be joined

49 As a rule only boundaries existing on the ground will be shown in the map and patwaris must not be allowed to enter private partitions among cultivators where a physical boundary does not exist Exceptions are allowed where a single plot appertains to two or more *pattis* or to two or more classes of tenure

50 When map correction is being made on the patwari's working map and a plot has been sub divided and the patwari has already shown the sub division on the map the new *mendh* entered by him will remain unless its position is seriously incorrect in which case the *mendh* mapped by the patwari will be crossed out and the *mendh* will be shown in its correct position If the new *mendh* has not been mapped it will of course be entered on the map

Where plots have been united the *mendhs* which have disappeared will be crossed out

51 Where no professional survey has been made, the map is not to scale and cannot be made so The object of the revision in this case is to show every plot on the ground in its correct position in the map and as nearly as the old map permits correct as to size and shape The following sections 52 to 55 apply to such cases

52 If the old map is very incorrect in parts for instance if a plot of 6 *bighas* appears on the map as a plot of 2 *bighas* only the map should be corrected if this can be done without much difficulty Otherwise the plots which are shown very incorrectly should be plotted approximately to correct scale, in the margin of the map

53 If a *mendh* has not been moved on the ground since the last survey no correction should be made on the map unless it is so bad that it is difficult to identify the field on it

If a *mendh* has been moved on the ground by as much as one *gatha*, the map should be amended

If a *mendh* has been moved on the ground by less than one *gatha*, the map should not be altered

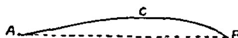
N B —It should be borne in mind that the old survey is only approximately correct no notice should therefore be taken of the fact that the length of a *mendh* was shown in the old papers as 20 *gathas* while it is now only 16 *gathas* unless there is satisfactory evidence that the *mendh* has actually been moved on the ground

54 If a boundary is not straight it is necessary to fix one or two intermediate points in addition to the extremities of the boundary The point will be marked on the map and the boundary plotted in by hand and not by ruling straight lines so as to agree with the shape of the boundary on the ground It is important that the number of intermediate points shall be (*a*) sufficient and (*b*) not too great

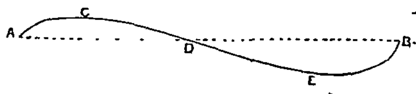
The guiding rules are as follows :—

Suppose the curved boundary to be the line AB

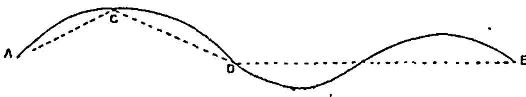
(a) If no point on the boundary is more than 10 links distant from the straight line between the points A and B no intermediate point will be taken. The patwari will take a point C at the approximate position of the outside point of the curve, say 6 or 8 links from the straight line AB as the case may be and plot in the slightly curved line ACB



(b) If the boundary has a double curve so that part of it falls on one side of the straight line AB, and part on the other, no intermediate points need be taken if no point on the boundary is more than 10 links distant from the straight line between the points A and B. The patwari will mark the points CD and E at approximately the positions of the points farthest from the straight line, and the point of intersection of the boundary and the straight line, and will plot in the boundary by hand.



(c) If the curve is greater than those indicated above, the patwari will take intermediate points, say C and D as in the figure below, in such a way that the outside of the curve AC is just about 10 links from the straight line AC, and so for CD and DB—



55. Whenever intermediate points are taken, the patwari will mark them on the ground by digging a small circle with a hoe. These marks are required when an officer is checking the work, and also when measurements are being taken in order to extract field areas. The points will all be marked before the survey of the plot is begun

56. The inspector shall satisfy himself that every plot is shown on the map and is easily identifiable. No check line need be taken except in the case of complete re-surveys

CHAPTER VIII

Re-numbering

57 The Collector or Record Officer shall give orders as to the re-numbering of plots. As a general rule all plots will be re-numbered unless the number of fractional numbers is really so small in the opinion of the Record Officer as to render this unnecessary. In using fractional numbers the provisions of rules 56 and 57 of the Land Records Manual shall be strictly observed.

58 If a village is completely re-surveyed there shall be re-numbering throughout without reference to the old series of numbers. The field or plot at the north-west corner of the village shall be numbered 1. It is not necessary in this case to wait until the whole village is surveyed, but each block, say of fifteen days' work, can be numbered as it is completed. The inspector is responsible for seeing that the numbering is properly done, and he shall himself ink in the numbers until he is satisfied that the patwari or surveyor is competent to do so. In any case numbers should not be inked until the pencil entries have been passed by the inspector.

59 Where ordinary map correction is being done, the re-numbering, if required, shall ordinarily be done as the patwari goes along. He should first give the original numbers to so many plots from no. 1 onwards as have not been altered, when he comes to a former number which has been broken up or united he should continue the series over the block surveyed or corrected under rules 13, 17 or 18. He will then continue the series over the next unaltered numbers or over a block including the lowest former number not already re-numbered.

and their limits will be marked by a thick line [illegible] the name of the village to which they belong being, where possible, written across them, thus —

Chal mauza Islamabad

A tracing of the fields or blocks will be made on the margin of the map of the village to which they belong, and the series of numbers from the main village will be continued through them. The traces of such fields or blocks should have a note written under them indicating the village from the map of which they have been transferred.

Numbering of small plots

61 In some rice-growing tracts the plots are so small that it is hardly possible to write their numbers on the map. In such cases any block of 100 fields may be marked off by a thick line and the number of

the block given by means of a thickly written figure surrounded by a circle near the centre of the block If this applies to the first block in the village that is to the north west block the central figure will be (0) and the field numbers 1—99 so that this block will contain only 99 fields The second block will be numbered (1) and the fields 00 1, 2 3 99 the third block will be numbered (2), and so on Thus if a field is numbered 37 in the block numbered (13) its full number will be 1337 and the full number will be entered in all the papers This system may be adopted in part of a village without being used throughout but each block unless it contains the number 1—99 (those less than 100) must contain exactly 100 fields and the first number in the block must be 100 or 200 or 300 and so on If some of the fields in a block are [illegible] there is no objection to entering the numbers of those fields in full

NOTE—The block numbers should be so placed as to obscure field boundaries as little as possible

(2 (1) Although the mapping of areas not physically partitioned on the ground is generally forbidden it is necessary to record the areas and situation of *munjumla* plots formed at previous partitions Such *munjumla* plots should be indicated on the map not by separate number , but by division into portions marked as A, B C, etc and separated from each other by dotted lines The situation and boundaries will be obtained fro[illegible] the *tatimma* *Khasra* or [illegible] *la* areas will be shown [illegible] If the sub division of a plot are too small to be shown conveniently on the *mauza* map a separate tracing on a large scale may be made on the margin of the map or separate paper In the latter case, the tracing should be attached to the *mauza* map and it should be noted thereon below its heading that a *tatimma* map is attached

(2) In the *Khasra*, the word *munjumla* will not be used, but the various portions will be identified with the old *munjumla* areas by means of *fard c mutabaqat*

(3) If possession is not in accordance with the partition map and papers or is not clear or if the situation and boundaries cannot be clearly laid down the matter will be reported for the orders of the Record Officer, who will give such orders as may be required

63 While correcting the map or in the case of re survey after survey the patwari shall write up a list of comparative old and new numbers (the *fard c mutabaqat* form B) in *the sequence of the old numbers* In the column of remarks he shall record the loss of old numbers by diluvion, etc , or the accrual of new numbers by etc In the case of a new survey, when the areas are worked area comb, they shall not be inked in the *fard c mutabaqat* have been checked in the office

Form B—Fard e mutabiqat (*see rules* 63, 87 *and* 160 [*Board's registered form no* *Urdu* 53/*Hindi* 52]

This has the following columns

1 Old number
2 Area
3 New number
4 Area
5 Remarks

CHAPTER IX

Area Extraction

64 Before map correction is started, the Collector or Record Officer will pass orders as to the extent to which areas are to be recalculated and the method to be employed

The question is unlikely to present a difficulty except in districts where there has not been a professional survey In some of these it was customary to calculate the area by multiplying the mean of the two long sides of a field into the mean of the two short sides When the more exact method described below is applied to a number of fields, of which the shape has changed it is apt to arouse discontent the old method overstated the areas and consequently the new method appears to reduce them If the Record Officer considers that the adoption of the more exact method will arouse more trouble than it will remove, he may order that the old *chaumenda* method be followed except in the case of plots of which the recorded area is challenged by landlord or tenant

65 In districts where there has been a professional survey the amended map will be correct to scale and the areas of plots which have to be extracted will be extracted by means of the area comb The areas will not be checked where the plots remain unchanged Where a plot has been sub divided the total area of the parts should agree with the old recorded area of the original plot Also the total area of the village should agree with the old recorded area within 2½ per cent If these two conditions are not fulfilled or if the area of an unchanged field is challenged and found incorrect the orders of the inspector will be taken

66 In other districts the general rule will be that areas will be calculated of—

(a) all fields which have not remained unchanged since the last survey, and

(b) all unchanged fields the recorded areas of which the patwari knows or suspects to be incorrect or which are challenged by the zamindar or tenant

In these cases areas will be checked by making measurements *on the ground*

67 Map correction and area extraction will go on together, i e, as soon as a few fields have been corrected the areas will be extracted, if necessary and the area of each field will be entered in the *survey khasra* [Board's registered form no 19 (Urdu Hindi] If the area is

not calculated the columns for measurements will be left blank and the area will be copied later from the old *khasra* into the area column The following are the columns of the survey *khasra*

1 Serial number
2 Old number of plot
3 New number
4 Old recorded area
5 Length of diagonal
6 Length of perpendiculars
7 Working
8 Area
9 Remarks and field book

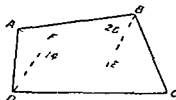
The patwari will measure with his chain the longest diagonal of the plot and as he goes along will measure with his *latha* the perpendicular distance of every corner from that diagonal (NOTE—The inspector must check each patwari s *latha* to see that it is exactly 10 links in length) The position of the point where the perpendicular meets the diagonal will be fixed by means of the optical square or the *charkhi* (cross staff) as may be ordered All measurements will be entered in *gathas* to the nearest half *gatha* (one *gatha*—10 links)

68 If a plot has only three sides the patwari will measure the longest side and the perpendicular distance of the opposite corner from that side He will enter the former in the survey *khasra* in the column for diagonal and the latter in the column for perpendicular and will show the working (perpendicular × ½ base) and the area in the proper column

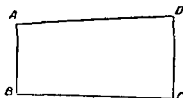
69 If a plot ABCD has four sides he will enter the length of the diagonal AC in the column for diagonal and the length of the perpendiculars BF and DF and the mean of these two in the column for perpendiculars and the working and area in the proper columns He will not measure or enter the distances AF or AF etc which are immaterial The area of the plot in *biswansis* is AC × ½ (BE × DF)

Example—

Diagonal 36 (*gathas*)
Perpendiculars 14 and 26
Mean 20
Working 36 × 20 = 720
Area 1 *bigha* 16 *biswas*

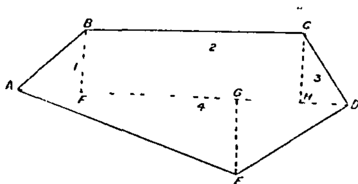


70 If a plot has more than four sides it must be divided into *goshas* Each *gosha* will either be (*a*) a triangle, whose area is half the base multiplied by the perpendicular, or (*b*) a four sided figure of which both base angles are right angles, thus—



B and C are right angles The area of this figure is $BC \times \frac{1}{2}$ (AB + CD)

71 For each plot of which he has to calculate the area the patwari will make a field book In this the plot need not be shown to exact scale but all measurements will be shown on it in figures Not only the total length of the diagonal and each perpendicular has to be recorded, but also the distance along the diagonal of the point where each perpendicular meets it thus—



ABCDE is a five sided plot The patwari will measure along the diagonal with his chain, making a field book as he goes along If BF, CH FG are the perpendiculars he will note in the field book the distances AF, AG, and AH, and the lengths of the perpendiculars, making a *rough* sketch of the field The *goshas* will be numbered

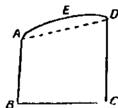
1, 2, and so on, and the necessary entries made in the survey *khasra*, a separate line being allowed for each *goshas*, thus—

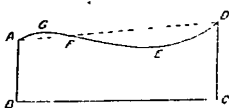
		Diagonal	Perpendicular	Working	Area
Gosha 1	..	12	10½	6×10½ =63	0 3 3
Gosha 2	..	20½	10½ 12½ / 11½	20½×11½ =236	0 11 16
Gosha 3	.	12	12½	6×12½ =75	0 3 15
Gosha 4	..	44½	16	44½×8 =356	0 17 16
			Total area	..	1 16 10

The diagonal for *gosha* 2 is FH, or AH—AF, i e , 32½—12 or 20½, and so on

For the field book a number of blank sheets will be bound together and divided into spaces of convenient size by drawing lines down and across each page In each space will be entered the number of a plot and the field book for that plot When the new maps are re numbered, the new number of the plot will be added

72 If all the sides of a plot are straight, there will be no difficulty in dividing up the plot into the proper number of *goshas* If one or more sides are curved, points will be taken, and marked with a hoe on the curved sides, as described in rules 54 and 55 If the plot has been re surveyed these points will have been marked at the time of re survey If not, they should be marked in a similar way For the purpose of calculating areas the line joining any two consecutive points so fixed will be considered to be a straight line Thus—





If A and D are consecutive points taken as above the area of the *gosha* ABCDE or ABCDEFG will be taken to be the area of ABCD, i e , BC×½ (AB+CD) just as if the boundaries from A to D were straight lines In this way the number of *goshas* will be sufficient and not excessive

73 The inspector shall check on the ground at [illegible] the measurements of plots whose areas are to be [illegible] plots measured since his last inspection. If he find [illegible] shall check a higher percentage. If mistakes are [illegible] shall be made again by an *ajir* paid by the patwari. [illegible] satisfy himself that each plot is divided into a [illegible] not too large, number of *goshas*, with reference to the [illegible]

74. All calculations in the survey *khasra* shall be [illegible] be found sufficient to get one patwari to check the calc[illegible] patwari. Each area will be ticked off as it is checked

CHAPTER X

Fairing and Reproduction of Maps

75 When the new or corrected map of a village is received in office, it shall be examined by a trained mappist to see that it is on the face of it clear and free from mistakes If it appears to be incomplete or wrong it shall be returned to the patwari for completion or correction The boundary of each map, including the maps of re surveyed villages, must be compared with the boundaries of the maps of neighbouring villages, any overlapping or serious defects must be brought to the notice of the Record Officer When thus examined and corrected, if necessary, the *map shall be traced by a professional tracer and, when complete* shall be signed and dated by the Record Officer or Assistant Record Officer, giving his designation as such If it has been arranged to re produce the maps by a mechanical process, the trace so made shall be sent to the printing office If it is decided not to so reproduce the map the number of copies required shall be made by hand

Notes—1 Tracers should ordinarily be paid by piece work at a fixed rat per 100 numbers Skilled patwaris may be employed if they can be spared on any traces after the first and should be rewarded if their work is good

2 If the maps are to be reproduced by a mechanical process the first trace must be most carefully prepared only the best freshly made Indian ink being used the lines being drawn of uniform thickness and the numbers and *peshani* being carefully written Black ink only should be used as different colours cannot be reproduced except at great cost The use of conventional signs should be uniform and in accordance with orders to be given at the beginning of operations Traces should be made on sheets of the standard size (squared paper 28″ × 20″ inside measurement, with 1″ margin)

Two or more small maps for mechanical reproduction may be traced on one sheet, the sheet being divided up into two, three or more oblongs by ruling lines across it In the case of large maps two or more marginal parts may be traced on one sheet The economical utilization of space results in a saving not only of tracing cloth but also in the cost of reproduction The latter depends solely on the number of standard sheets to be reproduced

76 (1) When copies are traced by hand two copies besides the first shall be traced.

(2) When maps are sent for mechanical reproduction the following copies shall be obtained for revenue and land record purposes·

Two blue prints

Six copies on cloth

Four copies on paper

Note—Experience shows that th Canal Department usually requires about five copies of the map of each village with which it is concerned Similarly the district board and the Buildings and Roads Branch of the Public Works Department may want good time so that when the maps are sent to the printing office the proper number of copies may be ordered The departments should be informed of the cost and should deposit it when stating their requirements

Zamindars should al o be asked in advance by means of printed notices distributed

Amendment to the Manual for the Revi
Maps and Records.

Substitute the following for the exis
under rule 76 of the Manual :-

"Note 1. Two out of the four copies on pap
be printed on tracing cloth to be rolled u
preserved in the tahsil, whilst the two pa
ouldbe kept in the pocket of the fair settleme
at Tahsil and at Sadar.

Note 2. Experience shows that the Canal De
usually requires about five copies of the
each village with which it is concerned.
the District Board and the ~~Bak~~ Buildings a
Branch of the Public Works Department may
copies of maps. The officers concerned sh
asked to state their requirements in good
that when maps are sent to the printing of
the proper number of copies may be ordered.
departments should be informed of the cost
deposit it when stating their requirements.

Note 3. Zamindars should also be asked in a
by meand of printed notices distributed thr
the parwaris whether they require copies fo
own use, and if they do, they should be req
to deposit the cost in advance at, say, one
for a paper copy & one rupee four annas for a c

Note 4. In addition, the settlement officer
accordance with local requirements should f
number of cloth copies of maps to be print
future sale to the public as required
361 of the Land Records Manual (paras

NOTE—Experience shows that the Canal Department usually requires about five copies of the map of each village with which it is concerned. Similarly, the district board and the Buildings and Roads Branch of the Public Works Department may want some. It is necessary to ascertain their requirements in good time so that when the maps are sent to the printing office the proper number of copies may be ordered. The departments should be informed of the cost and should deposit it when stating their requirements.

Zamindars should also be asked in advance by means of printed notices distributed through the patwaris whether they require copies for their own use and, if they do, they should be required to deposit the cost in advance at, say, one rupee for a paper copy and one rupee four annas for a cloth copy.

CHAPTER XI

RECORD-WRITING IN THE FIELD

77 When the local area is under record operations it should be understood that the writing of the annual papers is suspended for the year in which special revision is undertaken in the field, though certain annual statistics and the *siahas* and *jamabandis* have to be compiled under rule 31 One of the main objects of the work in the field is to remove errors and to check thoroughly the facts of possession on the ground for this reason, as with map correction, every plot should be gone over and the facts regarding it should be recorded afresh When the facts are inconsistent with the previous record of tenures or proprietary right they must be entered in the dispute list so that at attestation the *Record Officer may determine the proper entry*. *The utmost attention* must, therefore, be paid, both by the patwaris and by the supervising staff, to the accurate recording of facts The *khasra* is not only an index to the map but is also the foundation of all the other records and statistics

78 While correcting the map, the patwari shall write up the *khasra* in the special form A as each plot is dealt with on the ground In the case of a re survey the patwari shall write up the *khasra* afterwards In writing it he shall be guided by the following rules·

Form A—Khasra—[*Board's registered form no* 51]

This has headings for name of *mauza*, etc., and the following columns

1 Number of field in map—
   (*a*) New
   (*b*) Old

2 Area in village *kachcha bighas*

3 Area in acres

4 Area in *bighas*

5 Name of *mahal* and number of *khewat khata*

6 Name of cultivator with parentage, caste and residence and period of cultivation or term of lease and number of *khatauni* slip

7 Name of sub tenant, or tenant of *sir* or under permanent tenure-holder, or rent-free holder, with parentage, caste and residence and period of cultivation.

8. Method of irrigation.

9	Cropped area	*Kharif*	Crop
10			Area irrigated
11			Area unirrigated.
12		*Rabi*	Crop
13			Area irrigated
14			Area unirrigated
15		*Zaid*	Crop
16			Area irrigated
17			Area unirrigated
18	*Dofasli* area		
19	Uncropped area	Class of land	
20		Area	
21	Rent of cultivator		
22	Rate of rent of cultivator		
23	Rent of sub tenant		
24	Remarks		

79 Before he begins *khasra* writing the patwari shall carefully read through rules 51 to 146 of the Land Records Manual The following instructions, unless where specially declared to the contrary, are supplementary and not antagonistic to these rules

80 On the first page of the *khasra* the patwari shall write the name of the village, with the *tappa* (if any), pargana and tahsil to which it belongs also his own name and the number of his circle with the name of the inspector of his circle He will also show the year of survey (*fasli* and calendar) and the dates of beginning and completing *khanapuri* The nature of the proprietary tenure of the village will be shown or if the village is divided into several *mahals* the name of each *mahal* with its tenure will be entered If rents are taken by a *kachcha bigha*, the ratio of the *kachcha* to the *pakka bigha* shall be carefully noted

81 A patwari should in order to avoid unnecessary trouble to the villagers, see with the aid of his old map and *khasra* every evening what zamindars and cultivators will be required to attend next day and will give them notice to do so only those whose presence is absolutely necessary from day to day should be required to attend

82 The patwari must make every *khasra* entry in ink (unless directed by these rules to make it provisionally in pencil) and after it is completed he shall read it aloud so that all who are present may hear He will use every endeavour to procure the attendance of all concerned, but will not delay work in the unavoidable absence of cultivators

83 When the name of a proprietor or tenant occurs for the first time particular care shall be taken to record caste parentage and residence accurately

84 In his *fard-e hawala* the patwari will note the number of the plot where the name of each zamindar or cultivator is first entered for each of his tenures so that he may be able to refer to the number in subsequent entries where the same name occurs again

85 *Column* 1—The patwari will write up the *khasra in the sequence of the new numbers*, carefully ascertaining from his former map, and recording the number or numbers which the plot formerly bore

86 If there is any serious difficulty in identifying the old number with which the new number of a plot corresponds the fact should be noted and referred to the inspector on his next visit

87 While writing up the *khasra* or in the evening after closing work, the patwari will fill up his list of comparative new and old numbers (form B), preparing it *in the sequence of the old numbers* In the column of remarks should be mentioned the loss of any old numbers by diluvion or the accrual of any new plots by alluvion, etc

88 *Columns* 2 3 *and* 4 will be filled up at once from previous records if the area has not to be re calculated under rule 64 and if the area is re calculated it will first be entered in pencil by the patwari and inked after being passed by the inspector Where the *mauza* is entirely re surveyed these columns will be left blank until the areas are finally computed and passed in the office

89 *Column* 5—If a village is divided into *mahals pattis* etc the name of the appropriate *mahals* shall be entered here against each plot with the number of the *khata* in the last closing *khewat* References to earlier numbers are not permitted in this column the entry must be repeated opposite each number

90 *Column* 6—(*a*) Sir—If the land is *sir* and there is only one proprietor or permanent tenure holder or if *all* the proprietors or permanent tenure holders of the *Khewat khata* concerned hold it jointly the word sir alone will be entered but if there are other proprietors or permanent tenure holders than the cultivator of sir then the word sir should be followed by the name of the holder with full details

91 If there are several co sharers holding the same plot as *sir* the extent (*hissa kasht*) of their several cultivating rights should not be shown

92 In deciding whether land is *sir* or *khudkasht* the patwari must follow the entry in column 11 of his *intikhab-e sir* statement which he will carry with him but if any plot is found to be *khudkasht* not recorded in the *intikhab* he shall record the facts according to possession and note the case in the dispute list To anyone objecting to an entry thus made he will explain that the entry is subject to revision by the Record Officer on proof that it is wrong If the objector wishes his objection will be entered on the dispute list

105 If a tenant sub lets the actual cultivator shall be shown in column 7

106 In calculating the term of cultivation the year for which the record is being prepared shall be included e g if the record is being prepared in 1306 *fasli* a tenant whose cultivation began in 1303 *fasli* will be shown as of four years standing The term of cultivation of a cultivator should ordinarily follow the last year's record but the patwari must correct any error in the calculation of the term which is admitted by both landlord and tenant

107 If one tenant cultivates in the *kharif* and another in the *rabi* both holding direct from the landlord the names of both will be shown in column 6 thus —*Ialad Ali* 17 *sal kashtkar kharif wa Ram Sahai* 1 *sal kashtkar rabi* The rent paid by each will if possible be discriminated in columns 21 and 22

108 After the description of each non occupancy tenant the sub class to which he belongs shall be mentioned in column 7 (*see* notes 1 and 5 to rule 167 of the Land Records Manual)

Rent free holders

109 It must be remembered that the Land Records Manual recognizes only two kinds of rent free holdings, viz —

(i) those granted by the zamindar (*muafi dada zamindar*), and

(ii) those held in lieu of wages (*muafi khidmati* or *chakrana*)

All rent free lands must be classed as belonging to one or other of those kinds In both cases the term of cultivation must be shown

110 The term *muafi khairati* must not be used If the grant was a charitable one made by Crown, the grantee's name should appear in the *khewat*, and if it is not so recorded report should be made If it was made by a landlord, past or present, the *muafi* comes under class (i) in rule 109 In the latter case the conditions of the grant may be recorded, by consent of the landlord and the grantee, in the column of remarks

111 If the land belongs to class (ii) in rule 109, the service for which it is granted should be noted in the column of remarks *Goraits jagirs* must be carefully distinguished in this way

112 An assignee of rents shall not be recorded

Groves

113 The question what land is to be recorded as a grove must be decided in accordance with the definition contained in section 3(13) of the Tenancy Act When it is doubtful whether the land should be classed as a grove, as culturable, under scattered trees, or under some other head, a note asking for orders should be made in red ink in the column of remarks, and pending the receipt of orders the entries in

however is ambiguous and its use should be avoided, the component grains being detailed.

126. Land prepared for sugarcane or indigo should be shown in its proper place in columns 9, 10 and 11, with the words *bahan ukh* or *bahan nil* in column 19 and no entry at all in column 20. It will thus be necessary to leave column 8 of the *milan khasra* blank.

127. *Columns* 10, 11, 13, 14, 16, 17 *and* 18 will be filled up at once with the proper area if only map correction is undertaken, but if the village is wholly re-surveyed they will be filled up in office after field areas have been finally settled. But in the latter case if the cropped area in any single *fasl* is less than the whole area of the field or if several separate crops are grown the patwari must enter in pencil the ratio of the cropped area, or of the area under each crop to the total area thus:

Column 9	Column 10 or 11	Column 12	Column 13 or 14
Crop	Area	Crop	Area
Urd	*2 hisse minjumla 5 hisse*	*Gehun*	*1 tihai*
		Jau	*2 tihai*

128. The area actually sown must be shown in these columns whether the crop has come to maturity or not. If the crop has failed and the land is not re-sown in the same season, the crop to be entered in the *khasra* is that which was sown and failed. If the crop fails and the land is re-sown in the same season the latest crop sown shall be entered whether it succeeds or fails. (Consult also rule 84 of the Land Records Manual.) For the record of *tukhm sokht* area see rule 145.

129. *Column* 16.—The description given here of uncropped land must exactly follow one or other of the designations given in heads 14 and 15 in the Land Records Manual, rule 167. For "land prepared for sugarcane" consult rule 126. As to trees and groves consult rules 113 to 119. If the land is under grass the entry should show whether it is grazing (*ghas charagah*) or other grass (e.g. *sarpat, gandal, kans*, etc.). Where the land is bush or tree jungle the entry should show the class of growth (e.g. *jangal jhari* or *jhau, dhak, khajur*, etc.). The word *parti* (fallow) should be applied to land which is known to have been under cultivation within the last seven years, and the word *banjar* (culturable waste) is to be used for land not cultivated for the last seven years. If land is covered with water the entry should state whether it is a tank, river, *jhil, nala*, etc., but ravines must not

be shown under this head even although a small stream may be found running down them at some seasons of the year. Unculturable land not covered with water must invariably be marked by the word *ghair-mumkin* followed by a description of the land, such as *abadi*, *sarak* etc.

130. *Column* 17—The area here will be filled up at once or later as directed in rule 127. If a portion is uncultivated and the area is not yet settled the ratio of the uncultivated area to the whole will be provisionally entered in pencil.

131. It is important to obtain a correct record of grove land. Rule 88 of the Land Records Manual provides that when a crop has been sown among the trees of a grove, the word "grove" shall be entered in the column headed "class of land" but that only the word "cultivated" shall be entered in the column headed "area", and that the crop sown and its area shall be entered in the column for "cropped area". Therefore the *bagh* area entered in column 20 is incomplete. To avoid inaccuracy in the grove land area of the village or *mahal*, the area of every grove should be noted in the column of remarks and totalled carefully at the bottom of each page.

Rents

132. *Column* 21—Read carefully rule 78 of the Land Records Manual.

133. The patwari shall ordinarily record the rent which the landlord and tenant admit to be payable, but he must make every endeavour to ascertain the true rent. He must note on his *fard-e yaddasht*, and at once report to his inspector all cases where—

(a) he has personal knowledge that an untrue rent has been declared by collusion,

(b) the rent declared is lower than in the previous year's *Khatauni*.

134. In case of dispute as to the rent payable the patwari will leave this column blank and record the dispute on his list, noting also the rent shown in the previous year's *Khatauni*.

NOTE—Under section 17 of the Act the rent payable for the previous year must be recorded unless altered by agreement or order of court. Where rents are admitted to be wrong, the Record Officer will endeavour to bring the parties to an agreement which should be attested under section 127 of the Agra Tenancy Act.

135. Where a nominal rent is shown for *sir* or *khudkasht*, the entry should ordinarily follow the previous year's papers unless the co-sharers agree to its being changed.

136. If a cultivator pays an unusually low rent by reason of his being a relative of the proprietor or the patwari or for any other specific reason, the patwari shall note in the remarks column against the entry that the rent is favoured and state the reason therefor.

given, at any time within the survey year, even if the well fell in by the end of the year It will also contain all drinking wells, the word *abnoshi* being shown against them in the remarks column It should be compiled with reference to column 24 of the *khasra* (See rule 111)

157 If a well has been dug since last settlement, it should be noted whether it was dug by the landlord or a tenant but otherwise no record of property in a well must be attempted

158 The *fard e baghat* must also avoid all reference to property in the trees For each grove (excluding fruit orchards) it should show simply the number of the plot, the entries in *khasra* columns 5 and 6 and the number and description of the trees, with the rent, if any paid for the grove

In the remarks column the patwari will write the word *imarati* against all groves, in which the value of the trees consists in their timber or their shade, he will write the word *digar* against those in which the chief value of the trees consists in their fruit

When any case, in which the classification of the land is doubtful, has been referred for orders under rule 114 the corresponding entries in the list of groves will be made in pencil, and inked after the receipt of instructions

CHAPTER XI

Record writing in the Field

159 When the local area is under record operations it should be understood that the writing of the annual papers is suspended for the year in which special revision is undertaken in the field, though certain annual statistics and the *siahas* and *jamabandis* have to be compiled under rule 31 One of the main objects of the work in the field is to remove errors and to check thoroughly the facts of possession on the ground for this reason, as with map correction, every plot should be gone over and the facts regarding it should be recorded afresh When the facts are inconsistent with the previous record of tenures or proprietary right they must be entered in the dispute list so that at attestation the Record Officer may determine the proper entry. The utmost attention must, therefore, be paid, both by the patwaris and by the supervising staff, to the accurate recording of facts The *khasra* is not only an index to the map but is also the foundation of all the other records and statistics

Form A—Khasra—[*Board's registered form no* 80]

This has headings for name of *mauza* etc , and the following columns

1 Number of field in map—
   (*a*) New
   (*b*) Old

2 Area in village of *kachche bighas*

3 Area in acres

4 Area in *bighas*

5 Name of *mahal* and number of *khewat khata*.

6 Serial number in under-proprietor's *khewat*.

7 Name of cultivator with parentage, caste and residence, period of cultivation, nature of tenure and number of *khatauni* ship

8 Name of sub-tenant, or tenant of *sir* or under rent-free holder, with parentage, caste and residence and period of cultivation

9 Method of irrigation.

No.	Column		
10	Cropped area	*Kharif*	Crop
11			Area irrigated
12			Area unirrigated
13		*Rabi*	Crop
14			Area irrigated
15			Area unirrigated
16		*Zaid*	Crop
17			Area irrigated
18			Area unirrigated
19	*Dofasli* area		
20	Uncropped land	Class of land	
21		Area	
22	Rent of cultivator		
23	Rate of rent of cultivator		
24	Rent of sub tenant		
25	Remarks		

160 While correcting the map, the patwari shall write up the *khasra* in the special form A as each plot is dealt with on the ground. In the case of a re survey by an amin the patwari shall write up the *khasra* afterwards. In writing it he shall be guided by the following rules.

161 Before he begins *khasra* writing the patwari shall carefully read through rules 51 to 146 of the Land Records Manual. The following instructions, unless where specially declared to the contrary, are *supplementary and not antagonistic to these rules*.

162 On the first page of the *khasra* the patwari shall write the name of the village with the *tappa* (if any), pargana and tahsil to which it belongs, also his own name and the number of his circle with the name of the inspector of his circle. He will also show the year of survey *(fasli and calendar)* and the dates of *beginning and completing khanapuri*. The nature of the proprietary tenure of the village will be shown, or if the village is divided into several *mahals*, the name of each *mahal* with its tenure will be entered. If rents are taken by a *kachcha bigha*, the ratio of the *kachcha* to the *pakka bigha* shall be carefully noted.

163 A patwari should, in order to avoid unnecessary trouble to the villagers, see with the aid of his old map and *khasra* every evening what zamindars and cultivators will be required to attend next day and will give them notice to do so. Only those whose presence is absolutely necessary from day to day should be *required to attend*.

164 The patwari must make every *khasra* entry in ink (unless directed by these rules to make it provisionally in pencil) and after it

l so that all who are present may
n to procure the attendance of all
k in the unavoidable absence of

oprietor or tenant occurs for the first
ken to record caste parentage and

e patwari will note the number of
zamindar or cultivator is first entered
e may be able to refer to the number
ame name occurs again

167 *Column 1*— i will write up the *Khasra in the sequence of the new numbers* carefully ascertaining from his former map and recording the number or numbers which the plot formerly bore

168 If there is any serious difficulty in identifying the old number with which the new number of a plot corresponds the fact should be noted and referred to the inspector on his next visit

169 While writing up the *Khasra* or in the evening after closing work the patwari will fill up his list of comparative new and old numbers (form B) preparing it *in the sequence of the old numbers* In the column of remarks should be mentioned the loss of any old numbers by diluvion or the accrual of any new plots by alluvion, etc

170 *Columns 2 3 and 4* will be filled up at once from previous records if the area has not to be re calculated under rule 64 and if the area is re calculated it will first be entered in pencil by the patwari and inked after being passed by the inspector Where the *mauza* is entirely re surveyed, these columns will be left blank until the areas are finally computed and passed in the office

171 *Column 5*—If a village is divided into *mahals*, *pattis*, etc, the name of the appropriate *mahals* shall be entered here against each plot with the number of the *Khata* in the last closing *Khewat* References to earlier numbers are not permitted *in this column the entry* must be repeated opposite each number

172 *Column 7*—(*a*) *Sir*—If the land is *sir* and there is only one proprietor or under proprietor or if *all* the proprietors or under proprietors of the *Khewat Khata* concerned hold it jointly, the word *sir* alone will be entered, but if there are other proprietors or under proprietors than the cultivator of *sir*, then the word *sir* should be followed by the name of the holder with full details

173 If there are several co sharers holding the same plot as *sir*, the extent (*hissa kashi*) of their several cultivating rights should not be shown

174 In deciding whether land is *sir* or *khudkasht*, the patwari must follow the entry in column 9 in form K of his *intikhab sir* statement, which he will carry with him but if any plot is found to be *khudkasht* not recorded in the *intikhab* he shall record the facts according to possession and note the case in the dispute list To anyone objecting to an entry thus made, he will explain that the entry is subject to revision by the Record Officer on proof that it is wrong If the objector wishes, his objection will be entered on the dispute list

175 Cultivation by an assignee of the revenue in a village or *patti* where he is not also a proprietor or under proprietor, must not be recorded as *sir* or *khudkasht*, but as ordinary tenant land

176 If a proprietor or under proprietor has given a usufructuary mortgage of land that was his *sir* and continues in cultivatory possession of it he is an ex proprietary tenant of the land If he was recorded as such in the previous year, the entry shall be continued but if he was recorded in any other manner, the case shall be reported to the Collector for disposal under section 36 of the Land Revenue Act 1901, and the entry shall be made in accordance with his orders

The matter shall also be noted in the dispute list for the attention of the Record Officer If the local area is also under or to come under settlement the Record Officer shall, if he directs the ex proprietary tenancy to be recorded report the matter to the Settlement Officer with a view to the fixation of rent by him under section 87 of the Land Revenue Act In such a case report to the Collector is not necessary

If a proprietor or under proprietor has given a usufructuary mortgage of land that was his *sir*, and is not in cultivatory possession of it, his name shall not be entered in column 9 in form K The actual cultivator of the land will be shown in that column and his class entered in accordance with the terms on which he has obtained possession

NOTE—If the mortgage was prior to 1902 the entry may be *sir* as before with the name of the mortgagee in possession The entry may be the same if the mortgage was executed after the 11th of February 19[illegible] and the mortgagor did not claim or exercise the ex proprietary right

177 (b) *Khudkasht*—If the cultivator of the land is the sole proprietor or under proprietor or if *all* the proprietors or under proprietors of the *khewat khata* concerned cultivate it jointly, the word *khudkasht* alone should be entered with the term of cultivation If there are proprietors or under proprietors other than the actual cultivator the word *khudkasht* should be followed by the names of the proprietors or under proprietors who actually cultivate with full details

178 All land other than *sir* that is cultivated after 1328 *fasli* by the proprietor or under proprietor himself should be recorded as *khudkasht*, with the number of years for which he has actually and continuously cultivated shown as the term of cultivation Land cultivated by

a mortgagee with possession of proprietary or under proprietary rights should be recorded in this form —*Khudkasht Khuda Bukhsh murtahin haqiyat Sita Ram*

179 (c) *Ex proprietary tenants*—No cultivator will be shown as an ex proprietary tenant unless he or his predecessor has been so recorded in the previous year s papers or has had his tenure determined as such under section 7A of the Oudh Rent Act Claims to ex proprietary rights by persons other than recorded ex proprietary tenants must be put on the dispute list

180 (d) *Occupancy tenants*—No cultivator shall be recorded as an occupancy tenant unless—

(i) he has been recorded as such in the previous year s papers or

(ii) he has been judicially declared to be an occupancy tenant

General

181 Persons claiming to be sharers in a holding but not recorded as sharers in the previous year s papers shall be referred to the Record Officer Their claim shall be recorded in the dispute list but the previous year s entry shall be repeated

182 Mortgages shall be entered strictly in accordance with the provisions of rule 74 of the Land Records Manual

183 The fractional division of interest (*hissa kashi*) among joint tenants shall not be recorded If a joint holding has been partitioned by consent of the landlord, and the partition has been attested by the qanungo, that cultivator only who is in actual possession of each field shall be shown as its tenant Unattested partitions must be disregarded

184 If any tenant leaves the neighbourhood and abandons his holding without a formal relinquishment the provisions of rule 75 of the Land Records Manual must be strictly followed If, though he has left the neighbourhood, he puts in a person who, by arrangement with him pays rent direct to the landlord the actual cultivator shall be recorded as sub tenant If he has not left the neighbourhood but another person (not being a sub tenant) is in actual cultivating possession of a field the name and particulars of the rightful tenant only will be entered in column 7, but the entry will be marked with an asterisk in red ink and a note will be made in the column of remarks *ghair kabiz ba kabza falan* (cf rule 73 of the Land Records Manual)

185 If a tenant has purchased a share in a joint zamindari or *pattidari mahal* he does not thereby lose his rights unless by the purchase he becomes sole sharer in the *patti* in which his holding lies In the latter case his cultivation must be shown as *Khudkasht* Similarly a zamindar cultivating land pertaining to a *Khewat Khata* in which he owns no share must be treated as an ordinary cultivator.

186 If a tenant takes a lease of the proprietary rights of the village or *patti* in which he cultivates the entry must be made in accordance with rule 70 of the Land Records Manual

187 In calculating the term of cultivation, the year for which the record is being prepared shall be included, e g , if the record is being prepared in 1333 *fasli*, a tenant whose cultivation began in 1332 *fasli* will be shown as of two years standing

188 The term of cultivation of tenants holding from before 1330 *fasli* will be shown as so many years since 1330 *fasli* Thus, in 1333 *fasli* such tenants term of standing will be shown as four years since 1330 *fasli* The term of years must be entered in words as well as in figures

189 If one tenant cultivates in the *kharif* and another in the *rabi* both holding direct from the landlord, the names of both will be shown in column 7 thus —*Ulad Ali 17 sal kashtkar kharif, wa Ram Sahai 1 sal kashtkar rabi* The rent paid by each will, if possible, be discriminated in columns 22 and 23

190 After the description of each non statutory tenant the sub class to which he belongs shall be mentioned, vide rule 167 of the Land Records Manual, notes 1 and 4

Rent free holders

191 It must be remembered that the Land Records Manual recognizes only two kinds of rent free holding, viz —

(i) those granted by the zamindar (*muafi dada zamindar*) and

(ii) those held in lieu of wages (*muafi khidmati* or *chakrana*)

All rent free lands must be classed as belonging to one or other of those kinds In both cases the term of cultivation must be shown

192 The term *muafi khairati* must not be used If the grant was a charitable one made by Crown, the grantee's name should appear in the khewat and if it is not so recorded a report should be made If it was made by a landlord, past or present the *muafi* comes under class (i) in rule 191 In the latter case the conditions of the grant may be recorded by consent of the landlord and the grantee, in the column of remarks

193 If the land belongs to class (ii) in rule 191 the service for which it is granted should be noted in the column of remarks *Certain jagirs* must be carefully distinguished in this way

194 An assignee of rents shall not be recorded

Groves

195 The question what land is to be recorded as a grove must be decided in accordance with the definition contained in section 3(15) of

the Agra Tenancy Act When it is doubtful whether the land should be classed as a grove as culturable under scattered trees, or under some other head a note asking for orders should be made in red ink in the column of remarks, and pending the receipt of orders the entries in the crop column and in column 20 should be made in pencil The Record Officer will generally dispose of such cases on the spot and have the *khasra* and list of groves completed accordingly

196 When it is decided to record any plot as a grove the word *bagh* will be entered in column 20 and the area occupied by the grove in column 21 The entry in column 7 or 8, as the case may be will be made in accordance with the following instructions

(*a*) If the land is cultivated in whole or in part the name of the cultivator will be recorded in column 7 or 8 as the case may be with the usual details of area rent etc A mere lessee of the fruits of the trees will not be recorded

(*b*) If the land is not cultivated but was shown in the previous year's papers as *sir* or in occupancy tenure the entry should be maintained accordingly

(*c*) If the land is in occupation of a tenant who has either planted the trees on his holding or has formally taken a lease of the land with the trees on it the tenant's name and the terms of the lease, and the period of occupation should be shown in column 7

(*d*) In all other cases column 7 will be left blank the presumption being that the land is in possession of the proprietor If any person objects to this and claims to be in occupation of the land by purchase of the trees or otherwise his claim shall be entered on the dispute list

197 If grove land is held without payment of rent and free from any conditions the words bila lagan will be shown in column 22 or 24 as the case may be

If the landlord has planted a grove and given the land to a tenant rent free allowing him to cultivate it on condition of his looking after the trees the tenure of the cultivator should be shown as non statutory of sub class (*m*) [*cf* class 5(*ii*)(*m*) of the Khatauni] with the words "waste parwarish darakhtan" in the column of rent If the status of such a cultivator is that of a sub tenant the provision regarding entry in the column of rent will still apply

198 The number and description of the trees in a timber grove shall be given in detail in the column of remarks

199 Scattered trees should be recorded against the appropriate *khasra* plot to which they appertain If they are few in number, the number and kind should be recorded in the remarks column If they are very numerous or scattered about large plots of waste, they need

not be recorded and the entry need be only "*mutafarraq per shisham ya babul* or something similar No record at all need be made of trees standing inside the village site or within the enclosures of dwelling houses or huts

200 In the case of trees which have been planted by private individuals in roadside avenues the number of the trees should be shown against the appropriate *khasra* plots, with the name of the planter An abstract of such entries must be made for each village and sent in the case of provincial roads to the tahsildar and in the case of district board roads to the chairman district board for acceptance or otherwise before attestation begins

201 Orchards consisting of plants, shrubs and bushes grown for their fruit which are excluded from the definition of ' trees ' in section 3(15) of the Agra Tenancy Act are to be shown in the cropped area, the words *bagh turshawa* being entered in column 10 13 or 16 according to the season of maturity of the prevailing fruit The number and description of the trees composing the orchard will be given in the remarks column as in the case of groves

202 The number of the *Khataunı* slip will be entered provisionally *in column 7 in pencil and inked after the slips have been finally* numbered under rule 248

203 *Column* 8—The terms of cultivation must be shown, but mortgages and other such transactions made by sub tenants need not be recorded Where the term commenced before 1330 *fasli* its length since that year calculated as in rule 188 should be entered

204 The names of cultivators (*dar shikmis*) who hold from sub tenants and pay rent to them will be shown in the column of remarks

205 If a sub tenant has been put in for only one harvest, while the tenant in chief has taken the other harvests, the fact should be noted thus —*Ramna 1 sal waste fasl zaid 1 c*

206 *Columns* 9 11 14 *and* 17—Rule 80 of the Land Records Manual It must be understood that only the irrigated area of the year of survey is to be shown here and not the irrigable area If *Khanapuri* takes place before the work of irrigation has begun the patwari will have to go round the village again, later in the season and fill up this column While engaged on *Khanapuri* he should make a cross in pencil in this column against all fields where he sees water channels and *kiyaris* being prepared although water has not yet been taken The fields should receive his special attention on his second round

207 *Columns* 10 13 *and* 16—Read rules 83 and 85 of the Land Records Manual When a mixed crop is shown in a field the name of the mixed crop or of its component parts may be given, i e , either

gojai or *gehun o jau*, either *gochani* or *gehun-o chana* The word *bijhar*, however, is ambiguous and its use should be avoided, the component grains being detailed

208 Land prepared for sugarcane or indigo should be shown in its proper place in columns 10 and 11 with the words *bahan ukh* or *bahan nil* in column 14 and no entry at all in column 20 It will thus be necessary to leave column 8 of the *milan khasra* blank

209 *Columns* 11 12 14, 15 17, 18 and 19 will be filled up at once with the proper area if only map correction is undertaken but if the village is wholly re surveyed they will be filled up in office after field areas have been finally settled But in the latter case if the cropped area in any single *fasl* is less than the whole area of the field or if several separate crops are grown the patwari must enter in pencil the ratio of the cropped area or of the area under each crop to the total area thus

Column 10	Column 11 or 12	Column 13	Column 14 or 15
Crop	Area	Crop	Area
Urd	2 *lisse minjumla* 5 *lisse*	*Gehun*	1 *tihai*
		Jau	2 *tihai*

210 The area actually sown must be shown in these columns whether the crop has come to maturity or not If the crop has failed and the land is not re sown in the same season the crop to be entered in the *khasra* is that which was sown and failed If the crop fails and the land is re sown in the same season the latest crop sown shall be entered whether it succeeds or fails (Consult also rule 14 of the Land Records Manual) For the record of *tukhm* [illegible] rule 226

211 *Column* 20 —The description given here of [illegible] must exactly follow one or other of the designations [illegible] and 9 in Land Records Manual rule 167 For [illegible] sugarcane consult rule 208 As to trees and groves [illegible] to 199 If the land is under grass the entry should [illegible] is grazing (*ghas charagah*) or other grass e g [illegible] etc) Where the land is bush or tree jungle the entry [illegible] class of growth (e g *jangal, jhari* or *jhau, dhak* [illegible] word *parti* (fallow) should be applied to land which [illegible] under cultivation within the last seven years; [illegible] waste is to be used for land not cultivated for [illegible]

[. If land is covered with water, the entry should state whether it is a tank river *jhil nala* etc but ravines must not be shown under this head even although a small stream may be found running down them at some seasons of the year Unculturable land not covered with water must invariably be marked by the word *ghairmumkin*, followed by a description of the land, such as *abadi*, *sarak*, etc

212 *Column* 21 —The area here will be filled up at once or later as directed in rule 209 If a portion is uncultivated and the area is not *yet settled, the ratio of the uncultivated area to the whole will be* provisionally entered in pencil

It is important to obtain a correct record of grove land Rule 88 of the Land Records Manual provides that when a crop has been sown among the trees of a grove, the word grove' shall be entered in the column headed ' class of land", but that only the word "cultivated ' shall be entered in the column headed ' area", and that the crop sown and its area shall be entered in the column for "cropped area". Therefore the *bagh* area entered in column 21 is incomplete To avoid inaccuracy in the grove land area of the village or *mahal*, the area of every grove should be noted in the column of remarks and totalled *carefully at the bottom of each page*

Rents

213 *Column* 22 —Read carefully rule 78 of the Land Records Manual

214 The patwari shall ordinarily record the rent which the landlord and tenant admit to be payable, but he must make every endeavour to ascertain the true rent He must note on his *fard e yaddasht*, and at once report to his inspector all cases where—

(a) he has personal knowledge that an untrue rent has been declared by collusion,

(b) the rent declared is lower than in the previous year's *khataum*

NOTE—With reference to section 38 of the Act the rent payable for the previous year must be recorded unless altered by agreement or order of court Where rents are admitted to be wrong the Record Officer will endeavour to bring the parties to an agreement

215 In case of dispute as to the rent payable, the patwari will leave this column *blank* and record *the* dispute on *his list*, *noting* also the rent shown in the previous year's *khataum*

216 Where a nominal rent is shown for *sir* or *khudkasht* the entry should ordinarily follow the previous year s papers unless the co sharers agree to its being changed

217 If a cultivator pays an unusually low rent by reason of his being a relative of the proprietor or the patwari or for any other specific reason, the patwari shall note in the remarks column against the entry that the rent is favoured and state the reason therefor.

OUDH.

218 Payments in respect of groves which are in the nature of rent e g one third, or one fourth or one half of the produce, should be noted in the column of remarks

219 If land is held rent free as a grant, the word *muaf* shall be entered in this column If rent has not been fixed, as in the case of grove land or of land that has newly been taken into a holding, the entry shall be *bila lagani* or *bila tasfiya lagan* [The Record Officer will determine the status of the cultivator at attestation]

220 *Column* 23 —This column will be filled up only where the rent is ascertained from year to year by the application of a recognized rate If the column is filled up, it should always be noted whether the rate is assessed on the *pakka* or on the *kachcha bigha* The entry in column 22 will be computed from the entries in column 23 and those in column 2 or 4 *See* rule 78(iv) of the Land Records Manual

221 If the rate is a cash rate taken for particular crops grown on land which is ordinarily grain rented the entry should be as in rule 78(vi) of the Land Records Manual

222 *Column* 24 —The actual rent paid by the sub tenant should be ascertained and recorded without any details If it depends on a rate, there is no need to mention the rate, it should simply be multiplied into the approximate area and the result recorded Similarly, in the case of *batai* or *kankut*, the ratio of the crop taken need not be mentioned

Cesses

223 If any cesses are collected in the village the patwari must report to the Record Officer, who will decide for each cess whether it is to be recorded or not

Where the Record Officer orders a cess to be recorded as payable by any tenant, it shall be entered in the *khatauni* slips but need not be shown in the *khasra*

Column of remarks

224 *Column* 25 —In this column apart from all the other matters which are prescribed for entry in the foregoing rules the patwari should note all such points as are necessary for the preparation of the *milan khasra* and *jinswars* The following are among the points which must be noted

225 The existence of a well will be shown as directed in rule 179 of the Land Records Manual If a well has fallen in the local term for such wells should be added after the sign If the well is used exclusively for drinking purposes the sign should be followed by the word *abnoshi* If it is used for irrigation purposes the method of irrigation and the number of buckets or lifts at work and the manner in which it is worked (*pur, lao, charkhi dhenkli, gharra, rahat*, etc), should be noted

226 Opposite every field in which the crop recorded in column 10, 13 or 16 has entirely failed, the patwari shall note the name of the crop which has failed and the proportion of the field which is affected the note must be in red ink and should be marked by the word *tukhm sokht* e g , in a 6 *bigha* cotton field 2½ *bighas* entirely fail, the entry will be *kapas ke dhai bighe tukhm sokht* The whole of an 8-*bigha* wheat field is ruined, the entry will be *gehun ke kul ath bighe tukhm sokht*

227 At the end of the *khasra* the patwari will note the *siwai* income of the village (by *mahals*) in detail, he will make every endeavour to ascertain and record truly the whole income from every source leaving it to the Settlement Officer to decide which items are assessable and which are not if the revision of records is followed by a settlement

Form C —Fard e tanaza (see *rules* 228 *to* 231) [*Board s registered form no* 81]

This has the following columns

1 Number of *khata* of the *khewat* and, if necessary, the number in under proprietor s *khewat*

2 Old *khasra* number

3 New *khasra* number

4 Name of plaintiff or objector

5 Name of defendant or opposite party

6 Summary of the dispute

7. Order of officer settling the dispute

The dispute list

228 Each dispute must be entered in the list in form C as it comes to light whether in the village while the *khewat* is being tested, or on the ground while the *khasra* is being written up and its entry must on no account be postponed in the hope that the parties will come to an agreement or for any other reason

229 In column 6 the patwari must make a brief note of the point in dispute and of the statements of the parties, column 7 will be left blank for the order of the officer who decides the dispute

230 When a dispute is settled during *khanapuri* by the agreement of the parties the patwari will make the entries as agreed upon in his papers, after getting the parties to sign a note of the compromise in column 7 of the dispute list and getting it attested by the inspector

231 If a dispute arises after the *khasra* has been written up it will be duly recorded a red line being drawn round the entries affected by it in the *khewat* or *khasra*

OUDH

Miscellaneous statements

Form G —Fard e hawala (see *rules* 46 166, 234 and 235) [illegible] *registered form no* 83]

This has a heading for *mauza* etc and the following co[illegible]

1 Name of zamindar
2 Number of *khata* of the *khewat*
3 } *Khasra* numbers of { *Sir*
4 } *Khasra* numbers of { *Khudkasht*
5 Name of cultivator
6 } *Khasra* numbers of holdings { Exproprietary
7 } *Khasra* numbers of holdings { Occupancy
8 } *Khasra* numbers of holdings { Statutory
9 } *Khasra* numbers of holdings { Non statutory
10 } *Khasra* numbers of holdings { Rent free
11 Number of ploughs
12 Remarks

Form H —Fard e chahat (see *rules* 46 237 [illegible] *tered form no* 5[illegible]]

This has the following columns

1 Old *khasra* number
2 New *khasra* number
3 Masonry
4 Non masonry
5 Existing at last settlement
6 } Constructed since last settlement { By [illegible]
7 } Constructed since last settlement { By [illegible]
8 Depth in feet to water level
9 Depth of water in well
10 Date of entry
11 Remarks

Form J —Fard e baghat (see *rules* 46 and [illegible] *form no* 57]

This has the following columns

1 Old *khasra* number
2 New *khasra* number

3 Name of proprietor

4 Name of cultivator

5 Rent (if any).

6 Number and description of trees

7 Remarks

232 As *Khanapuri* goes on the patwari will write up—

List of boundary and survey marks

Fard e hawala (form G)

Fard e yaddasht

Fard e chahat (form H), and

Fard e baghat (form J)

233 The list of boundary and survey marks will be prepared on the ordinary annual form in accordance with rule 154 of the Land Records Manual each mark being noted down as the patwari reaches the plot in which it stands After the *Khasra* writing is finished the patwari will carefully compare his map with the statement to ensure that the latter contains all the marks shown on the former The inspector should submit an extract showing all marks which need repair or renewal to the Record Officer or Collector who will arrange for all such marks to be repaired or renewed without delay

234 The *fard e hawala* besides containing the particulars referred to in rule 166 will if the revision of records is to be followed by a settlement also give the number of ploughs owned by each cultivator It should be arranged in the order of the *Khewat khatas* the name of each cultivator being repeated the first time it appears in relation to any *Khata*

235 Care must be taken not to enumerate more than once the ploughs of cultivators who hold land in more than one village Ploughs in such cases should be taken as belonging to the village where they are most commonly kept

236 The *fard e yaddasht* will be a memorandum of all points on which reference is needed to his inspector for instructions or information It will be written on plain paper

237 The *fard e chahat* will contain all wells not actually within the village site from which irrigation was given or could have been given at any time within the survey year, even if the well fell in by the end of the year It will also contain all drinking wells the word *abnoshi* being shown against them in the remarks column It should be compiled with reference to column 25 of the *Khasra* (*See* rule 223)

OUDH.

238 If a well has been dug since last settlement, it should be noted whether it was dug by the landlord or a tenant but otherwise no record of property in a well must be attempted.

239 The *fard-e-baghat* must also avoid all reference to property in the trees For each grove excluding fruit orchards it should show simply the number of the plot, the entries in *khasra* columns 5, 6 and 7, and the number and description of the trees, with the rent, if any, paid for the grove.

In the remarks column the patwari will write the word *imarati* against all groves, in which the value of the trees consists in their timber or their shade, he will write the word *digar* against those in which the chief value of trees consists in their fruit

When any case, in which the classification of the land is doubtful, has been referred for orders under rule 195, the corresponding entries in the list of groves will be made in pencil, and inked after the receipt of instructions.

Another method, which would tend to secure identity and to prevent forgery but would save little time, is to prepare the two copies from a counterfoil book The third method is the old, simple but laborious one of making the patwari prepare two copies without any mechanical assistance, but such copies must be compared carefully before issue

(2) The number of the *khewat khata* should be entered in pencil in the first instance from the closing *khewat*, but the final number should be entered in ink when settled under rules 247 and 248

(3) There shall be a separate slip for each cultivator on which shall be shown *all* the land and groves held by him on whatever tenure in any single *khata* of the *khewat*, differences of tenure being carefully distinguished

The slips should be prepared as nearly as possible in the serial order of the new numbers of the plots held in each tenure After the name and description of the cultivator (or all the joint cultivators) an asterisk shall be made as close as possible to the final letter of the entry

(4) The patwari shall also prepare slips for each payer of *siwai* demands or for each area on which *siwai* income accrues and for each head of culturable and barren land (heads 13 to 15 of the **AGRA** and 7 to 9 of the **OUDH** *khatauni*) pertaining to each *patti* or *khata* of the *khewat*, and not included in any tenant s or proprietor's or *muafidar's* holding

NOTE—The object of this provision is to secure a complete record of the land, etc, pertaining to each section of the *khewat*

(5) All entries except the serial number of the slip and the class of soil (column 10), shall be written up in accordance with the *khasra* entries In column 11 (remarks) the patwari shall enter all the remarks found in the corresponding column of the *khasra*

(6) The *period of tenure of each plot not recorded as occupancy or sir* shall be written in words as well as in figures and the word *ditto* shall not be used in column 8 for the period. If the tenure is statutory the words *kashtkar haqdar* (statutory tenant) shall be shown in red ink

(7) On each slip the patwari shall note the nature of any dispute relating to it, as entered in the dispute list.

(8) Particular care shall be taken to enter accurately the caste, *parentage and residence of each person* mentioned.

(9) Columns 12 and 13 will be left blank, to be filled in under the orders of the Record Officer at attestation.

CHAPTER XIII

Supervision in the Field

241 The Record Officer or the Collector shall appoint so many inspectors as may be necessary for the supervision of the work connected with maps and records in the field Each inspector shall be placed in charge of a group of patwaris, such group being preferably one to which training was given jointly at the training class

Before appointing inspectors the record officer shall satisfy himself by personal examination that they are thoroughly conversant with the instructions and with the work required of them and shall warn them of their responsibility that the instructions for survey, map correction and record work are strictly adhered to

Note—All the supervisor qanungos of the tahsil and such supernumerary qanungos and candidates for qanungoship under training as may be available should ordinarily be employed as inspectors Outsiders should only be entertained when qualified persons of these classes are not available in sufficient numbers The maximum number of inspectors may be fixed roughly so that each may devote one full day in each fortnight to each patwari When the Record Officer considers it desirable it is open to him to give a lighter immediate charge to the supervisor qanungo of the circle and to make him responsible for watching the work throughout his circle In some cases it has been found possible to provide adequate supervision with much fewer inspectors For superior supervision in most cases the Collector will be able to depute junior officers under training or even some more senior officers of the district staff to assist

242 The following shall be the duties of an inspector appointed under the preceding rule

(1) to remain in and move constantly about his charge;

(2) to see that the patwaris observe the rules carefully, and work steadily and hard,

(3) to refer to the Record Officer any questions which he cannot settle for himself,

(4) to check personally the work of map correction and re-numbering and the entries and calculation in the survey *Khasra* as prescribed in rules 50, 73 and 74,

(4A) to see that the orders regarding former *minjumla* plots are carried out and to report doubts and discrepancies for the orders of the Record Officer,

(5) to check at least 20 per cent of the *Khasra* entries by enquiry on the spot, a portion of this work being taken up at each visit to the village,

(6) to verify at least 15 per cent of the *Khatas* in the previous year's *Khatauni* by reference to the villagers and by comparison with the new *Khasra*,

(7) to see that all entries in the *khasra* in red ink have been correctly incorporated in the *khatauni* slips;

(8) to compare the entries tested under head (6) with the previous year's *khatauni* to satisfy himself that no unauthorized changes have been made, and that areas, names and other facts have been correctly brought over;

(9) specially to check the length of possession shown against statutory and non statutory tenants and *khudkasht* fields,

(10) to see that the legal rent recorded in the previous years is not increased without a court's orders or an attested agreement,

(11) to see that all doubtful and disputed entries that come to light are noted in the dispute lists and on the slips concerned,

(12) to report for punishment patwaris who are persistently guilty of neglect, mistakes or bad work of any kind,

(13) generally to secure the punctual and accurate performance of work in their circles,

(14) as soon as the corrected map can be spared, i e when it is no longer required for the check of papers on the spot, to send it to the office to be traced,

(15) to place his initials opposite the serial number of every entry tested by him in any record,

(16) to maintain a record day by day of the amount and results of his test in a register similar to that prescribed for supervisor qanungos (*see* rule 449 of the Land Records Manual), and submit it fortnightly to the Record Officer,

(17) to enquire and report on other matters as directed by the Record Officer

Each inspector should be supplied with a test chain or two standard rods and should make a permanent test line on the ground in each patwari's circle He should test the patwaris chains whenever he visits them and should send his own chain to office to be tested at intervals throughout the field season

213 The Record Officer or Collector shall arrange for superior supervision of the staff in the field

If the revision of the records and of the map is to result in real improvement it is essential that the supervision *in the field* should be thorough, close and intelligent

No organization of the office, however excellent, can be a substitute for the close supervision of the patwaris by the inspectors, and of the inspectors by the superior staff,

The Collector or Record Officer should apply for the services of two young active Naib Tahsildars or probationary Tahsildars for each tahsil under revision their duties will be to keep the inspectors up to the mark, to see that the dispute list is written up regularly and is complete and to get disputes, which can be settled out of court decided by a formal agreement, properly drawn up and attested between the parties

During the field season, the Assistant Record Officer in charge should keep constantly moving about in the tract in which the revision of maps and records is proceeding, to see that the patwaris and amins are doing their work properly, and particularly that the inspectors are maintaining close supervision over them that they are actually and thoroughly checking all varieties of work and that their check does not in quantity fall below the prescribed minima While he should frequently visit the circles where the work in his opinion is not being done satisfactorily, or is not making a fair progress he is expected to inspect every circle on the spot several times during the field season

He should see that the *Khasra Khanapuri* and other records and lists are prepared on the forms supplied for the purpose and the preparation of private or rough copies of them and the inspectors check thereof should never be permitted

He should obtain as complete a list as possible of disputes relating to boundaries or to groves and should endeavour during the season to make a local inspection of the land which is the subject of such disputes, and to dispose of the cases, as such case can usually be settled most speedily and most equitably in the village

A diary will be kept by the Assistant Record Officer in which he should, from day to day, note the names of circles visited by him, and also briefly the checks carried out by him the condition and progress of the work of re-survey, map correction record writing and the preparation of the various auxiliary lists He should also mention therein whether the various inspectors are carrying out their duties actively and thoroughly This diary should be submitted to the Record Officer every fortnight In case of Special Land Record Officers the diary will continue to be sent to the Director Land Records, through the Record Officer

It is expected that every Record Officer whether he is a District Officer or a whole time Settlement Officer shall make such local inspections as may be necessary to acquaint himself with the work that is being done and to satisfy himself that the Assistant Record Officer is maintaining efficient control over the work He should [illegible] remarks regarding the state of work as seen by him, in the [illegible] statements of the progress of operation submitted to the [illegible] the Director The instructions in the last sentence [illegible] districts the operations in which are under the charge of [illegible] Settlement and Record Officer

214 The importance of the accurate preparation of the *khasra* d the other records and of the checking of last year's *khataum* must impressed on the inspector He will pay special attention to the llowing points and cause errors to be corrected

(i) From the number and kind of trees shown in the remarks column of the *khasra* and in the *fard e baghat*, it should be ascertained whether all fruit orchards have been treated as *tursnowa* groves and dealt with as cropped area

(ii) All entries of *sir* and *khudkasht* must correspond with the entry in column 11 of the Agra and 9 of the Oudh *intikhab e s r wa khudkasht* and if a sub tenant is found in a *khata* of *khudkasht* according to the new *khasra* the necessary correction must be made at once Similarly if any unculturable land uncultivated groves old fallow etc are recorded as *khudkasht* the entry should be corrected There should be no entry of *sir* or *khudkasht* regarding a person not entered in the *khewat* as a proprietor If there is any such entry a note should be made on the slip concerned

(iii) If any co sharer has been recorded as a tenant of one year the entry should be converted into *khudkasht* subject to rules 103 in Agra and 185 in Oudh

(iv) If any co sharer in a *khewat khata* be recorded as an occupancy tenant or the like in a *khataum* entry pertaining to that *khata* of the *khewat* the fact must be noted on the dispute list for the consideration of the Record Officer

(v) If *all* the zamindars of the *khewat khata* concerned hold a grove or *sir* or *khudkasht* jointly their names should not be repeated in the *khataum* The entry should be *bagh malikan* or simply *sir* or *khudkasht*

(vi) If the same tenant or tenants have more than one *khata* in the *khataum* for the same *khewat khata* the various holdings should be included in a single slip

(vii) It should be seen that proper entries have been made in connexion with the caste parentage and residence of tenants and *whether the guardians of all minors and the husbands of all married* women have been properly recorded

(viii) The use of ambiguous expressions such as *mud lat band o bast*, *zayad barah sal*, etc , for the term of cultivation should be avoided Where the previous year's papers supply the requisite information the necessary correction must be made If they do not the fact must be noted for the information of the Record Officer Similarly the word *zaghaira* may be found to exist without

details, e.g., the entry may be "Ram Baksh *vaghaira*." Full details should be given in such cases.

(ix) If any dead person's name exists in the record the fact must be noted for the information of the Record Officer.

(x) Entries of *kabiz* and *ghair kabiz* must be noted for the information of the Record Officer.

(xi) If anybody is entered as *farar*, the fact should be noted for the information of the Record Officer.

(xii) It should be seen that the entries regarding statutory and non-statutory tenants have been correctly made.

245. During the field season the Record Officer will submit, through the Settlement Commissioner or the Director of Land Records, fortnightly statements of the progress of the work to the Board in form S appended to this chapter.

FORM S

[Board's registered form no $\frac{\text{87 English}}{\text{87A Urdu}}$]

DISTRICT——————

Fortnightly statement of field work in tahsil——————for fortnight ending——————, 193

A—Total demand (*minus* re-survey work)—— C—Total number of patwaris at work during fortnight X

B—Total number of patwari circles—— *D—Average number of working days during fortnight Y

E—Special standard of work for the district, if any——

Nature of work	Patwari's work						Field Inspector		S Expert		A R O.	Remarks
	Done previously	Done during *fortnight*	Total	Balance	Work per patwari per day from C, D and column 3	Remarks	Done in previous *fortnight*	Done during *fortnight*	Done previously	Done during *fortnight*		
1	2	3	4	5	6	7	8	9	10	11	12	13
1 Map correction ..												
2. Field book ..												
3. Survey *khasra* ..												
4. *Fard-e mutabaqat*												
5. *Khanapuri* of village *khasra*.												
6. *Khataunı* slips ..												
7. *Fard e baghat* ..												
8. *Fard e hawala* ..												
9. List of wells ..												

*NOTE—(D) Average number of working days during fortnight $= \frac{\text{Total of working days of all patwaris' work}}{\text{Number of patwaris at work}}$.

Column 6—Obtain this figure from C, D and *column* 3, which is equal to $\frac{Z}{X \times Y}$.

CHAPTER XIV

Check and Compilation of the Various Records and of the Khewat and Khatauni Slips in Office

246 As soon as the field work of each village has been tested and passed by the field supervising staff, the patwari shall send his map and all the papers of the village to the Record Office through such officer as the Record Officer may direct.

The map and the papers will then be checked by a special staff. It will be their duty to see that the map and papers are neat, accurate and complete on the face of them, for example, that the totals agree with the details, that the period of cultivation is entered up where it is prescribed, that the lists of wells and groves agree with the entries in the maps. If this check is intelligently used at an early stage in the field season, the Record Officer will be able to issue both general and individual orders of great value and to correct many mistakes which otherwise would remain undiscovered until the close of the field season.

Check of khewats

247 The last closing *khewat* shall be examined in the office by the registrar qanungos and such assistants as may be required, if possible, before the patwaris attend the office at the close of the field season. Apart from noting any mistakes discovered by this check, action shall be taken in the following way:

(a) All the shares shown within the body of the various *khatas* should be totalled to see that they correspond with the totals as shown for the *khatas*, e.g. (i) where the various shares are shown in annas and pies, etc. (the whole *khata* representing sixteen annas) the total shares of the various *khatas* must work up to sixteen annas; (ii) where the *khatas* represent so many annas, pies, etc. each with reference to the total of sixteen annas for a *patti* or *mahal*, the various fractions should be added up to see that they make up the total share of the *khata* in annas, pies, etc.; and (iii) where the shares are shown in *khan* or *bighas*, *biswas*, etc., the totals must be similarly worked out and checked.

(b) It must be seen that the share of each sharer is properly and clearly specified and that no ambiguity of any sort or any apparent omission (e.g. the omission of the name of the mortgagor or of the mortgagee where a mortgage is mentioned) exists

(*c*) If any person is recorded as *mafkud-ul-khabar* or as *mutawaffa* the fact should be noted in particular for the information of the Record Officer.

(*d*) The names of *pattis*, etc., as given within the body of *khewat khatas* should be compared with the proper name of the *pattis* as recorded at the last revision of records or at subsequent partitions to see that no wrong or superfluous titles are recorded in the *khewat khatas*, and if the shares represented by new *pattis* or *khatas* created at partition are not specified, a note should be made for entry on the *khewat* slip

(*e*) Other superfluous entries should be noted, e g., there may be a *shamilat khata* in which the names of all co-sharers may unnecessarily have been given in full

(*f*) If the same person's name appears several times in the same *khewat khata*, his total shares should be brought together in one place

(*g*) Where any *mahals*, *pattis* or *khatas* can be united by reason of the proprietors being exactly the same, a note should be made for the information of the Record Officer

(*h*) It should be seen that the caste, residence and parentage of each sharer have been noted properly. In the case of Muhammadans, the descriptions should be *shaikh*, *saiyid*, *moghal*, etc., as may be the case. For residence, particulars should exist as to the muhalla in the case of towns and cities and as to the pargana, etc., where the sharer is a resident of a village other than the one in which the property lies

(*i*) In the case of minors the names of their guardians (*wali* or *sarparast*) should be on the record It may be that persons recorded as minors are no longer so. If anything points to such an inference, it should be noted for the information of the Record Officer

(*j*) In the case of a female the absence of her husband's name should be noted for inquiry.

(*k*) If the existence of any *nankars*, etc., is discovered, it should be noted for the information of the Record Officer.

(*l*) The *khewat* should be compared with the *khatauni* to see that both correspond A difference in arrangement in the *khatauni* may disclose mistakes in the *khewat*.

(*m*) Defects which cannot be remedied at once should be noted on the patwaris' dispute list and subsequently on the *khewat* slips.

Lists of non-resident zamindars should be prepared at the same time, in order that the Record Officer may have no difficulty in issuing to them separate notices of the date of attestation for their villages

248 After this check has been completed the patwari shall arrange the *khatauni* slips in groups corresponding to the *mahals*, *thoks* and *pattis* or *khatas* of the *khewat* and in alphabetical order of castes within the group and of names within the caste, at the same time entering in ink on the slip the final number of the *khewat khata* The arrangement shall follow the revised order, if any, suggested by the office check of the *khewat* The patwari shall then number the *khatauni* slips serially and enter in column 6 of the Agra and 7 of the Oudh *khasra* against each plot the number of the slip on which it is to be found He shall then prepare a *terij* in form E The *terij* shall be checked throughout by the office staff

All the papers of each village must be checked with each other and with the previous year's *khatauni* and *khasra* by the office with the assistance of patwaris The area calculations made by the patwaris must be checked by other patwaris or by the office staff and it must be seen that entries which are carried from one record to another for example, from the *intikhab e sir wa khudkasht* to *khasra khanapuri* have been correctly carried that the entries in the various records agree for example, the entries in the list of wells or of groves with the entries in the *khasra khanapuri* and that the totals in the records agree with the corresponding totals in other records

The totals of *khatauni* slips must be tallied with the totals of the *pattis* and of the village The arrangement of the *khatauni* slips must be checked to see that they are arranged in the order prescribed and in the order of the *khewat*

249 The patwari shall then prepare *khewat* slips in form F These slips shall be compared with the *terij* of the *khatauni* slips and any discrepancies in areas etc shall be reconciled at once if possible otherwise they shall be noted for the information of the Record Officer and for inquiry if he so orders in advance of the actual attestation The *khewat* slips shall be entered in a separate *terij* in form O

The *terij* shall be carefully checked and total areas tallied with that of the *mahal* by the registrar qanungos and assistants

250 Where there is a superior proprietor who has a right to receive *malikana* or to whom the revenue is assigned a separate *khewat* slip shall be prepared to show the share or area to which the right pertains and shall include a note of the extent of the right in the column of remarks

Provided that no such slip shall be prepared (and no entry shall be made subsequently in the fair *khewat*) relating to so-called *[illegible]* which represents merely an annual payment reserved by a vendor at the

t me of selling his property or share, whether such *malikana* has previously been recorded in the *khewat* or not

251 If the *khewat* is under proprietary the word *matahtdari* or under proprietary will be noted in red in the heading of forms D and N, and in column 1 of forms E M and O and in column 3 of form F

Form F—Terij of khatauni *slips* (see *rule* 248) [*Board s registered form no* 60]

This has the following columns

1 Name of *thok* or *patti* and owner
2 Serial number of slip
3 Name of cultivator with parentage caste and residence
4 Total number of plots entered in slip
5, 6 Total area of holding (in acres) { Cash / Kind
7 Total cash rent
8 Rate of kind rent
9 Remarks

Form I—Khewat *slip* (see *rule* 249) [*Board s registered form no* 61]

This has the following entries

1 Name of *mauza mahal*, pargana etc (in heading)
2 Name of *thok* or *patti* with name of lambardar
3 Serial number of *khata* in the *khewat*
4 Fractional share
5 Area of share
6 Revenue of share
7 Full names of shareholders with parentage, caste and residence and specification of shares.

NOTE—This slip is issued before attestation and the entries are liable to alteration on objection or on the discovery of an error

Form O—Terij of khewat *slips* (see *rule* 249) [*Board s registered form no* 62]

(Heading) *Mahal* *Mauza* Pargana

Columns—

1 Name of *thok* and *patti*
2 Number of *khewat khata*
3 Name of first sharer on the slip and total number of sharers
4 Number of sheets
5 Signature of recipient
6 Remarks.

CHAPTER XV

DISTRIBUTION OF KHEWAT AND KHATAUNI SLIPS

252 The prompt and systematic distribution of the slips is a matter which requires the careful attention of the Record Officer Patwaris, whether through laziness or through *mala fides*, are apt to delay this distribution or without sufficient reason to omit certain tenants or even whole villages When the Collector is Record Officer he should not hesitate to make use of the Tahsildar and the Naib-Tahsildar to see that the work is properly done Where there is a whole time Record Officer, he should arrange for careful supervision not only by the qanungos and field inspectors, but also by one or more active members of his staff, who will see that the inspectors exercise real supervision

253 The patwari shall be ordered to return to his circle to complete his annual papers so far as required by rule 31, and to distribute the slips to the persons whose names appear on the slips as tenants or proprietors In the case of joint holdings or *khewat khatas* the slip shall be given to the recognized representative of the joint tenants or proprietors For each slip the patwari shall take the recipient s written receipt on the *terij* The distribution shall be completed by a date to be fixed by the Record Officer, who shall take serious notice of the patwari's failure to comply with the orders The *terijes* with any undelivered slips shall be returned by the patwari to such official as the Record Officer may designate

254 *Khewat* slips or copies of all such slips relating to Crown and railway property and copies of *khatauni* slips of all tenants etc , in such property shall be sent as soon as they are ready in the office to the departmental officers concerned who shall be asked to verify them by endorsement or to state their objections in writing In the case of *nazul* property the Record Officer shall cause the slips to be compared with the nazul registers, and shall inform the Collector without delay in case of any doubt which may be to the disadvantage of the Crown The Collector must institute inquiries without delay and inform the Record Officer of the result

NOTE—In the case of railway property slips should be sent in English

CHAPTER XVI

ATTESTATION

255 The Record Officer shall issue notices through patwaris fixing the place and time at which parties should attend and produce their slips for attestation the date being fixed so that it falls not less than fifteen days after that by which the patwaris *have been ordered to complete the distribution of slips*

NOTE—It is well to issue separate notices to zamindars who are not resident in the village though a single notice will usually suffice for tenants and resident zamindars

256 Attestation shall be conducted by the Record Officer at centres chosen so that the majority of the interested parties shall not be compelled to travel an inconvenient distance to attend

257 Various methods of actual attestation have been adopted from time to time, and much must be left to the discretion of the individual officer The following points must, however be regarded as essential

(1) The dispute slips should be collected personally by the Assistant Record Officer But the office copy throughout should be the copy attested, and on it the Assistant Record Officer will record his orders When orders have been passed the disputed slips first issued to them will be returned to the tenants

(2) Each individual (or group of joint tenants or proprietors) must be separately questioned to see that he fully understands *the entries and be given full opportunity to state any objections* to the slips

(3) If a slip is admitted by the parties to be correct, they should be required to sign or thumb mark it, and the Record Officer should sign the endorsement of attestation

(4) If a slip is disputed, the Record Officer should endeavour to bring the parties to an agreement and if successful, should record the result on the slip, getting the parties to sign or thumb mark the slip the endorsement of attestation *being then* signed by the Record Officer

(5) If the dispute cannot be settled by agreement, a separate case must be instituted and the Record Officer may require the objector to file a written statement of his objections either at once or within the period allowed by rule 258 Such a case should be decided on the spot if all the evidence is immediately available; otherwise a postponement must be allowed, the date being fixed there and then, if possible

(6) If the dispute relates to the class or tenure of a tenant, issues must be clearly framed and evidence brought on the record as required by section 54, read with section 12 of the Revenue Act (without this, decisions are not binding on revenue courts, section 57)

(7) If no change is made in the slip as originally written, an endorsement to that effect must be made in order to prevent unauthorized alterations later

(8) All alterations duly made must be attested by the Record Officer

(9) Orders communicated to the Record Officer under rule 32 must be given effect to if they are binding upon revenue courts until set aside in appeal

NOTES—(1) It is generally found convenient to deal with slips in the following order

(a) *Khewat* slips so that the work of muharrirs may be thoroughly checked before the parties go away

(b) Undisputed *Khatauni* slips so that parties not concerned in disputes may not be unduly detained

(c) Disputed slips regarding which an agreement is possible

(d) Disputed slips regarding which written objections and formal decision may be required

(2) Attested *Khatauni* slips should be carefully examined to ensure that the rent recorded in the endorsement of attestation agrees with the entries in the body of the slip

258 Written objections to the attested record may be lodged within thirty days after attestation and if so lodged shall be inquired into and disposed of by the Record Officer The Record Officer shall on completing attestation inform the landholders and tenants by notices* posted in the village and in such other way as may be desirable that objections will be heard if preferred within this period but not otherwise

259 All cases in which an alteration of a previous *khewat* entry is ordered shall be sent to the tahsil for note in the mutation register which shall be maintained throughout the record operations

NOTE—The registrar qanungo should, however, ordinarily be required to have the mutation register with him in the record office for rules and other purposes

Notes of decisions with references to them shall also be entered on the *khatauni* and *khewat* slips concerned

260 Attested slips shall be sent with the least possible delay to the office for final arrangement

Partial attestation

261 When it has been ordered that full attestation of *Khataunis* is not necessary and that it will be sufficient to distribute *khatauni* slips to the parties concerned and to leave those who challenge the entries

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*Board's registered form no 71

to file objections, the following modifications will be made in the rules Special forms (form P and form Q) will be used for the *khataunt* slips and their *copy* And even greater care will be needed on the part of the Record Officer to ensure that the slips are distributed promptly and systematically and that the duplicates handed to the tenants are identical with those which are retained in office

262 For rule 246 the following will be substituted

When the work in the field has been tested by the field supervising staff for any village the patwari shall send all the papers and the map to the record office through such officer as the Record Officer may direct, for check by a special staff in the office or by patwaris working in pairs The slips will be prepared and will then be thoroughly compared with the *Khasra* and the last year s *Khataunt* in order to ensure that no unauthorized changes have been made The entries in columns 10 to 12 of the special form P will be made under the signature of some responsible official under the supervision of the Record Officer and such official shall also attest all corrections or alterations in the slips before they are distributed A test check of a certain percentage including that of the entries in columns 10 to 12 should be prescribed by the Record Officer *and if it shows a serious number of errors a further check may be* ordered until the Record Officer is satisfied of the substantial accuracy of the slips All slips relating to holdings the tenure of which is proposed to be altered or in the entries for which any other material alteration is proposed will be signed by the Record Officer before they are distributed

263 Instead of the notices issued announcing the date of attestation, a proclamation in form R shall be issued by the Record Officer notifying the place and time at which *khataunt* slips will be distributed to the tenants of any particular village and calling on the zamindars to have them distributed to their respective tenants in their presence or that of their representatives or agents and such distribution shall be attested by the zamindars or their representatives or agents aforesaid The proclamation shall be issued at least a fortnight before the dates fixed for the distribution of the slips and shall also notify that objections to the proposed entries will be heard if preferred in writing within thirty days of the date of such distribution but not otherwise The proclamation shall be served in the manner prescribed by section 193, Land Revenue Act

264 Rule 253 regarding the distribution of slips will be modified as follows

The patwari shall be ordered to return to his circle to complete his annual papers so far as required by rule 31 and to distribute the slips to the persons whose names appear on the slips as tenants or proprietors The *Khataunt* slips shall ordinarily be distributed at the village

to which they appertain. In the case of joint holdings or *khewat khatas* the slip shall be given to the recognized representative of the joint tenants or proprietors. For each slip the patwari shall take the recipient's written receipt on the *terij*, and in case of a *khatauni* slip, also the signature of the proprietor, his representative or agent, in token of the delivery of the slip to the tenant, and of his notice as to what the entry is going to be in the revised *khatauni*. The distribution shall be completed punctually by the patwari and the Record Officer shall take serious notice of the patwari's failure to do so. The patwari shall return the *terijes* with any undelivered slips to such official as the Record Officer may designate, reporting reasons why such slips could not be delivered. The Record Officer may dispense with the distribution of the undelivered slips or pass such order about their delivery to the persons concerned after or without issuing a fresh proclamation and about the time within which an objection is to be preferred as he thinks fit.

In case of the deliberate absence of the zamindar or his agent or of his refusal to comply with the aforesaid order, the patwari shall apply for the orders of the Record Officer, who after satisfying himself as to the correctness of the patwari's report and issuing a further notice to the zamindar, if he thinks fit, may order that the slips may be distributed in the presence of such other respectable resident of the village as may be available or in the presence of a qanungo.

265. A period of thirty days calculated from the date of the distribution of the *Khatauni* slips will be allowed for the filing of written objections, and the last date for filing objections must be entered accurately in the note to the proclamation (form R). The written objections will be inquired into and disposed of by the Record Officer.

266. On the expiry of the period fixed for filing objections the word "disputed" will be entered in bold letters in red on those *Khatauni* slips regarding which objections have been filed. These slips will be serially numbered and the number of the case in the *misl band* register or in the dispute list will be noted on them. The Record Officer will then pass orders regarding the entries about which no objections have been filed but in which any alterations have been proposed. The fair-ing out of the record of the village will then be started. But if the objections filed show that they will result in a serious number of alterations in the record of any village the fairing out of the record of such village may be postponed at the discretion of the Record Officer until such time as that officer deems fit.

FORM P

[Board's registered form no $\frac{\text{90 Urdu}}{\text{90 A Hindi}}$]

Khatauni s ip. *Mauza* *Tappa* Pargana. *Mahal* *Thok* *Khewat khata* number.

Name of zamindars

Full description of cultivators

Name.

Son (daughter) (wife) of

Caste

Resident of

Serial no. of slip

New *khasra* number	Old *khasra* number	Area		Present entries					Proposed entries			
		In acres	In *bighas*	Cash rental demand		Rate of kind rent	Tenure and period of cultivation at present	Sub-tenant with number of (sub tenant) slip	Tenure	Period of cultivation for non-occupancy tenants or *khud-kasht*-holders	Any other alteration proposed	Remarks
				Legal demand	Excess demand							
1	2	3	4	5	6	7	8	9	10	11	12	13

Date.

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FORM Q

[Board's registered form no 90B (Urdu Hindi)]

Terij of *Khatauni* slips   *Mahal*   Village   *Tappa*   Pargana   Year

Name of *thok or patti* and owner, with number of *Khewat khata*	Serial number of slips	Name of *cultivator* with parentage caste and residence	Total number of plots entered in slip	Total area of holding (in acres)		Total cash rent	*Rate* of kind rent	Signature *of cultivator* in token of receipt of slip	Signature of zamindar of his agent, etc., in *token of* the notice of the proposed entry and of the delivery of the *slip* to the tenant	Remarks
				Cash	Kind					
1	2	3	4	5	6	7	8	9	10	11

FORM R

[Board's registered form no. 90C (Urdu-Hindi)]

By order of the Assistant Record Officer, District——————

PROCLAMATION

To

ALL ZAMINDARS AND CULTIVATORS

OF VILLAGE————, PARGANA————, TAHSIL————

DISTRICT——————

WHEREAS the *khataunі jamabandis* of the abovenamed village are under revision, it is hereby notified, under rule 264 of the rules for the correction of maps and the revision of records, that slips containing the proposed entries will be distributed by the patwari to the cultivators in the presence of their zamindars on———and from 10 a m. to 5 p m at——— Cultivators getting the slips must give their receipts on a paper with the patwari called the *terij*, which should also be signed by the zamindar concerned or his representative or agent in token of the delivery of the slip and of his own notice of the proposed entry

N B —Any person having any objection to the entries in any slip must file it in writing on or before———in the court of the undersigned

Assistant Record Officer

CHAPTER XVII

Final Arrangements and Fairing of Records

267 When attested slips are received in office they shall be checked with the *terij* and properly arranged and re numbered, if necessary

Note—If revision of settlement is to follow revision of records it is at this stage that the necessary figures should be abstracted from the attested slips The tallying of areas for the Settlement Officer will often lead to the detection of errors in the slips and connected records Needless to say all such errors should be at once reported and orders should be obtained for correction Where during attestation changes have been made in the classification of a holding and so forth the *khatauni* slips should be re arranged in the new order in which they will be entered in the fair *Khatauni* In short the slips should be so arranged and scrutinized that in the process of fairing there may be no questions undecided and nothing but mere copying remains

268 It may happen that the orders of the Record Officer on some cases are received in the office after the bulk of the slips have been received In that case care shall be taken to see that apart from any specific alteration ordered all other consequential alterations are made at the same time

Examples—(1) Mutation is ordered in favour of a purchaser The *sir* and *khudkasht* slips should be examined and if any is recorded in the name of the vendor a report should be made at once and orders obtained as to the change in the tenure

(2) A new *khata* is ordered to be made in the *Khewat* It should be seen whether there are corresponding separate *khatas* in the *Khatauni* and if not orders should be taken as to the action to be taken

269 When the arrangement (or *tartib*) of the attested slips is complete the slips shall be made over for fairing the complete records by the patwaris

270 (*a*) The records to be prepared are—

(1) a fair *Khasra* in abbreviated form L with a clean copy of the *fard i mutabaqat*,

(2) the *khatauni* in the special form M

(3) the *Khewat* in the special form N

(*b*) (i) In the fair *Khasra* the area will be entered in column 4 in terms of the *bigha* adopted for the district under the orders of the Board

(ii) In column 6 no names will be entered

(iii) In column 7 will be entered the class of land entered in the rough *Khasra* (column 19 in AGRA and 20 in OUDH) or if the land is cultivated the word cultivated will be entered Names of crops are not to be entered

(b) If the Settlement Officer has classified soils as "wet" and "dry" full details should be given in column 9 Entries should be copied from the *Khatauni* slips

(c) The entries in the *Khatauni* shall be arranged in the order laid down in rule 167 of the Land Records Manual and totals shall be given as prescribed in rules 174 and 193 of that Manual

(d) Corrections required in any record by decision reached after fairing shall be noted in the column of remarks with full references to the orders, and shall be attested by the full signature of the Record Officer or an Assistant Record Officer or, if the Record Officer so directs, by that of the Sadr Munsarim or other official in charge of the Vernacular office

271 As each record is faired it shall be tested to such an extent as the Record Officer by general or special order may prescribe No suspicious or doubtful entries shall be allowed to remain. Any such shall be corrected under the signature of the Record Officer and a list of corrections* similarly signed shall be attached to the record when it is bound

272 Each record when complete shall be signed by the Record Officer or an Assistant Record Officer

273 A Final Proceeding shall also be prepared showing the following

(1) Was the former map merely corrected and re numbered, or was a complete new survey made?

(2) Year of map correction or re survey.

(3) Name of (Assistant) Record Officer signing the corrected or new map

(4) The year for which the *Khatauni* and *Khewat* were attested

(5) Name of (Assistant) Record Officer who attested the *Khatauni* and *Khewats*

Form L—Fair khasra (see *rules* 270 *and* 277) [*Board's registered form no Urdu* 65/*Hindi* 61]

This has the following columns:

1. New number.
2. Old number.
3. Area in acres
4. Area in *bighas*
5. Name of *mahal* with number of *Khewat Khata*
5(a) Number in under proprietor's *Khewat*
6. Number of *Khatauni Khata*

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*Fard e masl Laoli, Board's registered form no 74

7 Class of land
8. Area of each class
9 Settlement classification of soil
10 Remarks

Form M—Khatauni (see *rule* 270) [*Board's registered form no Urdu* 67/*Hindi* 66]

This has the following heading

Khatauni of *mahal* *mauza* *tappa*
Pargana District
as attested by the Record Officer for the year 13 *fasli*

This has the following columns

1 Name of *thok* or *patti*, with number of *Khewat Khata*
2 Serial number of *Khatauni khata*
3 Name of tenant with parentage caste and residence
4 Period of cultivation
5 New *Khasra* number
6 } Area { In village *bighas*
7 } Area { In acres (or standard *bighas*)
8 Uncultivated area in the holding
9 Attested cash rent
10 Landlord's share (if grain rented) and method of division
11 Remarks

Form N—*Form of attested* khewat (see *rule* 270) [*Board's registered form no Urdu* 69/*Hindi* 68]

The following will be the heading

Khewat of *mahal* *mauza* *tappa*
Pargana District
as attested by the Record Officer for the year 13 *fasli*

The following will be the columns

1 Name of *thok* and *patti*
2 Serial number of *Khata*
3 Amount of share in annas *biswas* etc
4 Area pertaining to share
5 Revenue of share
6 Names of sharers with parentage caste and residence and shares held by each
7 Remarks